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## TABLE OF CONTENTS

### CHAPTER

- 1 PROGRAM FORECAST - INTRODUCTION
- 2 PROGRAM FORECAST - INSTRUCTIONS
- 3 PROGRAM FORECAST - ILLUSTRATIONS
- 4 MAIN ESTIMATES SUBMISSION - INSTRUCTIONS
- 5 MAIN ESTIMATES SUBMISSION - ILLUSTRATIONS
- 6 SUPPLEMENTARY ESTIMATES SUBMISSIONS - INSTRUCTIONS
- 7 SUPPLEMENTARY ESTIMATES SUBMISSIONS - ILLUSTRATIONS

### REVISIONS TO MANUAL

The Manual has been designed to facilitate revision. Revisions will be in the form either of additional pages or of replacements for existing pages and each revision will be issued with an instruction page containing filing instructions and general comments describing the reasons for the main changes.

Pages containing new or revised narrative or schedules will be identified by a change in the date. Additionally, a vertical line in the margin identifies the text most recently amended for those pages containing narrative.

One set of the pages removed because of amendments inserted should be retained in each department for reference purposes.

### INQUIRIES

Questions regarding program content should be referred to the Board's Program Officer concerned. Questions or suggestions regarding the form of Program Forecast submissions and Estimates submissions should be directed to the Director, Expenditure Analysis and Estimates Division.





CHAPTER 1

PROGRAM FORECAST - INTRODUCTION

TABLE OF CONTENTS

CHAPTER

1

Page No.

A	GENERAL	1-1
B	THE FORECAST CYCLE	1-2
	Components of the Forecast Cycle	1-3
	Forecasting	1-4
	Forecasting Methods	1-5
	Forecasting Errors	1-6
	Forecasting Accuracy	1-7
	Forecasting Reliability	1-8
	Forecasting Validity	1-9
	Forecasting Usefulness	1-10
	Forecasting Objectivity	1-11
	Forecasting Impartiality	1-12
	Forecasting Neutrality	1-13
C	CHARACTERISTICS OF PROGRAM FORECASTING	1-14
	Forecasting as a Management Function	1-15
	Forecasting as a Decision-Making Process	1-16
	Forecasting as a Support System for Management	1-17
	Forecasting as a Diagnostic Tool	1-18
	Forecasting as a Planning Tool	1-19
	Forecasting as a Control Tool	1-20
	Forecasting as a Communication Tool	1-21
	Forecasting as a Learning Tool	1-22
D	RELATIONSHIP OF FORECASTING TO OTHER MANAGEMENT FUNCTIONS	1-23

PROGRAM FORECAST

INTRODUCTION



CHAPTER

PROGRAM FORECAST

INTRODUCTION



## PROGRAM FORECAST - INTRODUCTION

*Issued*  
*Nov. 1970*

## CHAPTER 1

PROGRAM FORECAST - INTRODUCTION

## TABLE OF CONTENTS

	<u>Page No.</u>
A GENERAL	1.03
B THE BUDGETARY CYCLE	1.05
Components of the Expenditure Budget	1.05
Timetable	1.06
Guidelines	1.08
Budgetary Levels	1.08
Detailed Budgeting	1.09
Main Estimates	1.09
Supplementary Estimates	1.10
Classification of Expenditures	1.10
Classification by Activity	1.10
Classification by Responsibility	1.10
Classification by Object of Expenditure	1.11
C PREPARATION OF PROGRAM FORECASTS	1.13
Program-Activity Structures	1.14
Activity Detail	1.14
Administrative and Support Programs and Activities	1.15
Definition of the Capital Budget	1.15
Definition of the A Budget	1.16
Definition of the B Budget	1.19
Definition of the X Budget	1.20
Accommodation Requirements	1.21
D MEASURES OF WORK LOAD AND MEASURES OF EFFECTIVENESS	1.23



TABLE 1

PROGRAM FORECAST - INTERMEDIATE

TABLE 1.02

TABLE 1.02

1.02

1.02

1.02

1.02

1.02

1.02

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## PROGRAM FORECAST - INTRODUCTION

*Issued*  
*Nov. 1970*

## A GENERAL

1. This Chapter describes the annual budgetary process and provides general guidance on the preparation of Program Forecasts. The principles of the budgetary system to which the Program Forecast and Estimates submissions relate are described in the Treasury Board "Planning Programming Budgeting Guide".
2. The information in the Program Forecasts is required as a basis for the determination by Treasury Board of an optimum allocation of resources among the competing requirements for all programs in the New Year. This information is also important for improved overall government planning in subsequent years. The New Year allocation for each program, when approved by Cabinet, becomes the "budgetary level" for the department in preparing Estimates for the ensuing year.
3. It would be unfortunate if the part the Program Forecast submissions play in determining the expenditure budget for the New Year were to obscure their great importance, current and potential, in the development of longer term plans and priorities of the government. In these early years of the implementation of program budgeting, the Program Forecast submissions have been used in bringing to light the proposed general pattern of future expenditures and in pointing up the necessity for reconsideration of the priorities and ensuing commitments that have established this pattern. The submissions have improved in their accuracy, in the program-activity structures around which they are prepared and in the quality of supporting data. Given continued improvement, the submissions will provide a major source of information for government planning. In addition, it should be possible to gain approval in principle on the basis of the submissions to long-term plans, and for the Board to consider long-term commitments for the resources required to achieve such plans, given normal budgetary situations.
4. The preparation of Program Forecasts has also proven to be of great value to the departments. Since the pressures imposed by current operations require so much of the attention of management, the problems of the future tend to be given lower priority. The preparation of an annual Program Forecast forces attention on the coming years and provides a discipline in which the problems of the future cannot be ignored.



1954

Vol. 102

GENERAL

The Committee on the General Principles of the Constitution of the United States has the honor to acknowledge the receipt of the report of the Committee on the General Principles of the Constitution of the United States, which was presented to the Committee on the General Principles of the Constitution of the United States at its meeting on the 10th day of June, 1954.

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## PROGRAM FORECAST - INTRODUCTION

Issued  
Nov. 1970

## B THE BUDGETARY CYCLE

5. The budgetary cycle consists of a series of steps or events. Specific dates for each event will be established each year by Treasury Board. These will vary depending upon the parliamentary timetable. Departments will be informed of the exact dates and any special instructions in letters calling for the information to be submitted. The failure of any one department to honour the deadlines delays all other departments because final decisions cannot be made by the Board until total requirements are known. Therefore, lateness on the part of departments will be brought to the attention of the Ministers of the Treasury Board.

Components of the Expenditure Budget

6. The expenditure budget for a program consists of operating expenditures, capital expenditures and grants and contributions expenditures and loans, investments and advances. It is made up of three elements:

A budget - the New Year cost of carrying on the same level of service as in the Current Year (includes expenditures for operations, capital, grants and contributions and loans, investments and advances, as defined in paragraphs 42 and 43 of this Chapter).

B budget - the cost of new services or the expansion of existing services (includes expenditures for operations, capital, grants and contributions and loans, investments and advances, as defined in paragraphs 44 to 46 of this Chapter).

X budget - expenditures for operations, capital, or grants and contributions or loans, investments and advances it is decided will be discontinued or phased over a longer period of time than was previously approved (See paragraphs 47 to 52 of this Chapter).

The expenditure budget is then equal to  $A + B - X$ .

7. It needs to be noted here, however, that when the Capital budget has been approved it will be distributed under certain rules between the A budget and the B budget. (See paragraph 23 of Chapter 2)



## PROGRAM FORECAST - INTRODUCTION

Issued  
Nov. 1970

Timetable

8. The following table sets forth the major events of a budgetary cycle and the approximate times of their occurrence. The relationship of the fiscal years (Past, Current and New) in the full budgetary cycle is best illustrated by an example in which, say, an A budget concerning 1972-73 is submitted in January 1971. Then 1970-71 is the "Past Year"; 1971-72 is the "Current Year"; and 1972-73 is the "New Year".

Past Year

- |                    |   |  |
|--------------------|---|--|
| October            | - | Call for submission of A budgets, X budgets and Capital budgets to the Treasury Board.   |
| January            | - | Submission of A budgets and X budgets (Revisions to the Capital budget would be received at this time as well. Capital budgets once established are to be updated quarterly in January, April, July and October of every year. See paragraph 31 of Chapter 2). |
| February and March | - | Review of A budgets and X budgets by Treasury Board Secretariat and discussion with departments as necessary to enable the Treasury Board Secretariat to arrive at A and X budget recommendations to the Board.  |
| February and March | - | Determination of broad expenditure guidelines by Cabinet.  |
| March              | - | Departments supplied information on expenditure guidelines to assist them in drawing up their B budgets.   |
| March              | - | Call for submission of B budgets to Treasury Board.  |

## PROGRAM FORECAST - INTRODUCTION

*Issued*  
*Nov. 1970*

Current Year

- |               |   |   |
|---------------|---|---|
| May           | - | Submission of B budget Program Forecasts.   |
| May           | - | Review of B budget by Treasury Board Secretariat and discussions with departments as necessary.   |
| June and July | - | Treasury Board reviews A, B and X budgets with individual Ministers. Cabinet reviews the total expenditure budget (A+B-X) recommended by the Treasury Board and establishes budgetary levels. |
| August        | - | Departments informed of budgetary levels to be adhered to in preparing Estimates.   |
| September     | - | Call for submission of Main Estimates to Treasury Board.  |
| October       | - | Submission of Main Estimates.   |
| December      | - | Treasury Board consideration of Main Estimates.   |
| January       | - | Cabinet consideration of Main Estimates.  |
| February      | - | Tabling of Main Estimates.  |
| March         | - | Procurement of interim supply on Main Estimates.  |

New Year (Estimates Year)

- |           |   |  |
|-----------|---|--|
| June      | - | Procurement of full supply on Main Estimates.  |
| September | - | Call for Supplementary Estimates, if Supplementary Estimates necessary at this time. |
| October   | - | Receipt and review of Supplementary Estimates.                                       |



## PROGRAM FORECAST - INTRODUCTION

*Issued*  
*Nov. 1970*

November and December	-	Tabling of Supplementary Estimates and procurement of supply.
January	-	Call for Final Supplementary Estimates.
February	-	Receipt and review of Final Supplementary Estimates.
March	-	Tabling of Final Supplementary Estimates and procurement of supply.

Guidelines

9. Given the inevitable inadequacy of available financial resources to finance all the proposals that departments might make for expansion of or improvement in existing activities or for undertaking new ones, it is essential that the available financial resources be directed to the highest priorities of the government. Accordingly the Cabinet expresses its priorities in terms of broad "guidelines" to be observed by the Treasury Board and its Secretariat in reviewing departmental Program Forecasts. It is intended that these guidelines will be made available to departments sufficiently early to be of use to them in deciding what to include in B budget submissions.

Budgetary Levels

10. As the timetable above shows, the Treasury Board Secretariat review of A budgets and X budgets will take place in February and March. A, B and X budgets will be reviewed by the Treasury Board in June and July in the light of the guidelines established by Cabinet.
11. The schedule makes provision for a meeting of the Treasury Board with individual ministers. Officials of departments will be informed of the recommendations made to the Treasury Board by its staff. In order to facilitate the work of the Board, any minister who wishes to discuss any objections he has to the Treasury Board staff recommendations is requested to write to the President of the Treasury Board a "Memorandum of Objection" detailing the points on which he is in disagreement with the recommendations and specifying the amounts involved. This will ensure the most effective use of the time of the minister and the Board when the meeting between them takes place. The memorandum should be received by the President of the Treasury Board at least 48 hours in advance of the time at which the meeting with the minister has been scheduled.

## PROGRAM FORECAST - INTRODUCTION

Issued  
Nov. 1970

12. The A, B and X budgets for each program will be consolidated into a recommended expenditure budget for presentation to Cabinet in July. The Cabinet will be asked to set budgetary levels by program or program element and the Secretariat of the Board will convey the Cabinet decisions on these levels to the departments in August.
13. The letter conveying the decision of Cabinet on budgetary levels for a program will also record the items approved by Cabinet for inclusion in the B budget. Some items will be noted as representing an explicit Cabinet decision and Departments will be expected to seek Board approval before adopting a different resource allocation to such items from that approved by the Cabinet.

Detailed Budgeting

14. The approved plans and budgetary levels will then be translated by departmental management into levels for each manager assigned budgetary responsibility. Each manager will review his plans in the light of the resources allocated to him. The result will be a detailed budget in terms of objects of expenditure for each activity for which a manager is responsible. These first level budgets will be progressively consolidated to determine the total resources needed at each organizational level and the purposes for which the funds are required. The detail of higher level budgets will be expressed in terms of the activities to be carried out, responsibility centres, and objects of expenditure.
15. Plans and budgetary levels agreed to at the time of the Program Review will not always stand up when tested in this detail. Where this is true, departments will be expected to first reconsider their own internal priorities with a view to staying within the budgetary levels to which they are committed before asking that they be raised.

Main Estimates

16. The product of this detailed budgeting will be the Main Estimates submission to Treasury Board, which will set forth the spending authority requested from Parliament for the New Year.



## PROGRAM FORECAST - INTRODUCTION

Issued  
Nov. 1970

Supplementary Estimates

17. Supplementary estimates will arise either because of poor planning or because of unforeseen events. Items to be included in supplementary estimates have to be approved by the Treasury Board and should be submitted at the time the department becomes aware of the need for them rather than delayed until supplementary estimates are called.

Classification of Expenditures

18. The budgetary system is designed to permit information to be provided for a variety of users and purposes - not only to managers within departments, to Treasury Board, and to Parliament, but in addition to a number of agencies, public and private, who need information on the government sector of the economy. To meet these information needs, expenditures must be classified in a number of ways in the departmental accounts.
19. There are three major classifications of expenditures called for in this Manual:
- a classification by activity which identifies the purposes for which funds are to be spent;
  - a classification by responsibility centre which identifies who is to spend the funds; and
  - a classification by standard object which identifies the nature of items on which expenditures are to be made.

Each type of classification is discussed in greater detail below.

Classification by Activity

20. A classification by activity provides a breakdown of program costs into the main operations which need to be carried on to achieve the program objectives. More complete advice on the determination of program-activity structures is given in Chapter 2 and Chapter 3 of the "Planning Programming Budgeting Guide".

Classification by Responsibility

21. In a classification by responsibility centre, expenditures are classified according to the managers who are directly and primarily responsible for expending the funds provided. Classification of estimates by organizational unit is basic to managerial control.

## PROGRAM FORECAST - INTRODUCTION

Issued  
Nov. 1970

22. This responsibility concept is most significant at the level of prime responsibility; that is, the level where the expenditure is actually made. As data are successively consolidated and summarized, identification of responsibility becomes progressively less significant for making budgetary decisions and a classification of budgetary information on expenditures by activities becomes more vital. Responsibility classifications, however, retain significance for expenditure control purposes.
23. In assessing the adequacy of a responsibility structure, the following tests may be applied:
- the responsibility classification should correspond to the official lines of authority in the departmental organization;
  - budgetary responsibility should be delegated to the same extent as financial and operational authority;
  - financial responsibility should be delegated only to the degree that it contributes to operational flexibility; and
  - higher levels of responsibility should not include amounts in their budgets to compensate for poor planning of subordinates.

Classification by Object of Expenditure

24. In an object-of-expenditure classification, expenditures are classified according to the objects or inputs: - goods, services, equipment, etc. - which are purchased for the operations of the program. At the prime level of responsibility, the manager who makes expenditures must identify his requirements in terms of the goods, equipment and services that he requires. He must know what goods and services he needs to buy, when and where he needs them, and where and how they can be obtained if he is to perform his assigned tasks.
25. Like responsibility information, object-of-expenditure information becomes progressively less useful in meeting the needs of higher levels of management. However, object-of-expenditure information is of value for budget review at the total government level because of the information it provides on the aggregates of many decisions at lower levels and their effect on the national economy.





## PROGRAM FORECAST - INTRODUCTION

*Issued*  
*Nov. 1970*

## C PREPARATION OF PROGRAM FORECASTS

26. Planning is first and foremost a higher management activity that should encompass at least a program in the context of PPB. Other levels of management are involved in providing input to the planning process through participation in the continuous dialogue within headquarters and between headquarters and regions. Program Forecast submissions should be put together from the "top down", and not from the "bottom up". Unfortunately submissions in recent years have more commonly followed the latter pattern instead of the former.
27. This is evident from the characteristics of many of these submissions. Some are of extreme length, and deal with inappropriately small operations or collections of operations. Many pages of some submissions are devoted to explaining the need for one or a very few employees for some relatively minor operation in the program.
28. It would appear that the call for the Program Forecast submissions by Treasury Board often results in a call by the departmental headquarters to each branch, a call in turn by the branch to the division, the division to the section, etc. As a result the final submission to the Board consists of a large number of small sub-activity forecasts independently prepared and summarized in the Program Memorandum into a total forecast. It is most unlikely that in such a process program objectives will be well defined, activities will be structured to meet these objectives, alternatives will be weighed, and the most desirable alternatives chosen.
29. A method of preparing an overall program forecast submission through consolidation of separate submissions prepared in the responsibility centres is likely to result in the emergence of an activity structure that conforms with the responsibility structure and this often is not the best activity structure. The detailed work of preparing submissions should be carried on at headquarters or at least closely co-ordinated there so that the submission which emerges is likely to be a product of unified planning.
30. It may be a department's preference to seek extensive written input along the formal lines of the Program Forecast submission but where this is done, the final submission to the Board should be compressed to represent a composite program forecast or overview with each issue being given only the space it merits relative to the whole. It should be understood that there are 70 to 80 agencies making submissions and those of excessive



## PROGRAM FORECAST - INTRODUCTION

Issued  
Nov. 1970

length result in thousands of pages of input to the Treasury Board Program Review. In the nature of things, much of the input in detailed submissions cannot be properly assessed in Program Review. Submissions that describe proposed departmental programs and activities clearly and concisely are more likely to effect Treasury Board recommendations on resource allocation.

Program-Activity Structures

31. The program-activity structures, statements of objectives and sub-objectives require formal approval by the Treasury Board. These structures, statements of objectives and sub-objectives should be worked out co-operatively by departmental officials and officers of the Program Branch.
32. It is quite likely that experience with a particular program structure, particularly the first one adopted, may show the structure to be inappropriate or inadequate and it is therefore accepted that the structures may require modification from year to year. And of course, program budgeting should have flexibility in its application so that new objectives leading to new programs and activities will be expected to emerge. On the other hand, since there are some advantages in year to year continuity, there should be a strong case to change a structure before a change is made. It would be expected that programs would have a relatively longer life span than the individual activities making up the programs.
33. With the new form of the Estimates the parliamentary appropriation structure and the program structure have been brought into greater accord. In the main, one vote is shown for each program with the traditional vote types (operating expenditures, capital expenditures and grants and contributions) being shown as sub-votes. The exceptions to the one-program-to-one-vote convention are detailed in Chapter 4.

Activity Detail

34. In order that the content of an activity may be understood, the schedules exemplified in Chapter 3 call for a breakdown of proposed dollar and manpower levels within activity - a breakdown in terms of "elements". In particular instances the elements will correspond to sub-activities in that, except as to size, the elements will have all the attributes stipulated for an activity in the PPB Guide. In other cases the breakdown into elements may not be of this kind. For instance, an elemental breakdown of an activity which includes major

## PROGRAM FORECAST - INTRODUCTION

Issued  
Nov. 1970

grant items would have to give prominence to these grants. The particular elemental breakdown to be used for each activity should be discussed by departmental officials with the appropriate officer of the Program Branch.

Administrative and Support Programs and Activities

35. As stated in the PPB Guide, the Board does not at this time require or encourage the pro rata assignment of the cost of administrative or support activities to the programs and activities they serve. In other words, administrative and support programs and activities are to continue to appear in the program-activity structure. In this context Administration is as defined in Appendix C, paragraph 3 of the PPB Guide. However, information on the relative burden placed on administrative and support programs and activities by the other programs and activities should be presented where it will contribute to the understanding of the department's requirements.

Definition of the Capital Budget

36. The Capital budget is a continually updated record of approved and proposed capital projects whose cost is \$250,000 or more, setting forth financial requirements and appropriate explanatory material. It covers a six year span, that is, the Current Year, the New Year and the 4 subsequent years.
37. The Capital budget forms part of the overall expenditure budget in that it contains projects which will fall under the A budget and others which will fall under the B budget. The distinction between A and B capital budget items is brought out in paragraph 23 of Chapter 2 which describes the form to be followed in completing a Capital budget submission.
38. Capital expenditures are defined as all expenditures associated with the construction or acquisition of assets, not excluding such items as the pay of a department's own forces engaged in the construction of a project and the cost of material from a department's stores and the services of consultants going into the project. Capital then covers all expenditures chargeable to standard objects 08 and 09 and, occasionally, expenditures chargeable to object 01 (salaries and wages), object 04 (professional services) and object 07 (materials and supplies).
39. The term "project" as used herein refers to parcels of land, buildings, works or pieces of equipment and to the



## PROGRAM FORECAST - INTRODUCTION

Issued  
Nov. 1970

major alteration or modification of the same. The term also refers to groups or series of parcels of land, buildings, works or pieces of equipment which should be considered for approval at the same time.

40. Where a large project falls naturally into two or more discrete stages, each stage should be presented as a project and the various project stages distributed as appropriate under the headings described in paragraph 23 of Chapter 2. This practice is to be followed where the project is of the nature of, say, an airport which may be brought into initial use after one stage and increased to full capacity in further stages. It is also to be followed where a project involves, say, the development of a piece of equipment and the stages are the feasibility study, the development of a prototype and then actual production. In these cases the names given the stages and the explanations that follow the listings should make apparent the relationships of the stages.
41. The term "cost" as used herein means the total estimated capital expenditures to be incurred over the years towards the completion of a project. It includes expenditures for site preparation, where applicable, and all other expenditures, such as salaries, consultants' and legal fees, materials and supplies, incurred specifically for the project.

Definition of the A Budget

42. The A budget for a program would be made up in the following way.

To: (a) Current Year Main Estimates, exclusive of capital.

Add for operating expenditures, capital expenditures and grants and contributions expenditures as applicable:

- (b) Supplementary Estimates items which involve amounts that would recur in the New Year.
- (c) Increases in statutory payments of a kind that cannot be avoided short of amendments to the governing legislation.
- (d) Provision to meet non-discretionary increases in the quantity of service the program properly ought to provide because of such things as the growth in size of the client "population" for the service. These increases

## PROGRAM FORECAST - INTRODUCTION

Issued  
Nov. 1970

would do no more than maintain the quality of service at present levels.

- (e) Allowance for general salary increases (including increases for staff excluded from bargaining as well as increase expected to arise out of collective bargaining). The allowance is to be a percentage designated by Treasury Board.
- (f) Allowance for the costs of promotions, reclassifications and merit increases, the allowance again being a percentage designated by Treasury Board.
- (g) Allowance for specific increases in prices.
- (h) Costs associated with implementing specific Cabinet decisions where such costs are not already built in above.
- (i) Adjustments (positive or negative) for changes in revenue credited to the vote.
- (j) Provision for A budget capital

Subtract:

- (k) Costs of services being discontinued, costs of non-recurring grants and contributions, and savings through specific productivity increases.

Add Non-Budgetary Items:

- (l) Non-budgetary items (loans, investments and advances) approved by Cabinet.

43. Some comments are offered on each of the factors listed above.

- (a) This will be the Current Year Main Estimates budgetary amounts exclusive of capital.
- (b) Supplementary Estimates - At the time of the submission of A budgets in January, there will be Final Supplementary Estimates items approved for the Past Year and others foreseen for the Current Year. To be included in the A budget, the supplementary estimates items must be of a continuing nature to meet some requirement that will continue to hold in the New Year and not of a



## PROGRAM FORECAST - INTRODUCTION

Issued  
Nov. 1970

one-time nature such as are sometimes necessitated by emergency and non-recurring situations.

- (c) Statutory Payments - In most cases, a department has no discretion as to the level of a particular statutory payment since that level is dictated by the provisions of an act of parliament. In a few instances, the provisions of the governing act allow administrative discretion and in these latter instances the additional amounts proposed for the New Year over that approved for the Current Year are not to form part of the A budget.
- (d) Quantity increases - Costs of operation for a program may increase from year to year because the quantity of service is dictated by external factors. For instance, more families with children means more family allowance cheques. Inclusion of funds in the A budget because of quantity increases must be clearly supported, preferably by meaningful volume and quantity indexes. Improvements in the quality of service, however desirable, belong in the B budget.
- (e) & (f) Allowance for general salary increases etc. - The letter from the Treasury Board Secretariat calling for the submission of the A budgets will specify a percentage allowance to be used for increases in the costs of salaries expected to arise out of collective bargaining and another percentage allowance for the increases in the cost of salaries because of promotions, reclassifications and merit increases.
- (g) Price increases - Specific, identifiable price increases only are to be taken into account and no general allowance for general price increases is to be made. (Given that there is provision for salary increases and unavoidable increases in statutory items and that most recent engineering estimates are to be used in costing capital items, the general price increases being left out of the expenditure budget relate mainly to goods and services. It is expected, however, that there should be a continuing improvement in productivity within programs. Since no deduction is made from expenditure budgets for general productivity increases, this should compensate for the lack of provision in the budgets for general price increases.)
- (h) Cost of implementing specific Cabinet decisions - In the course of the year, from one year's

## PROGRAM FORECAST - INTRODUCTION

Issued  
Nov. 1970

Estimates to the next and outside of the formal exercise of determining the expenditure budget, the Cabinet may decide on some new operation, or grant, or contribution. In so far as these decisions carry with them a clear commitment of funds, the funds are to be included in the A budget. Only specific decisions, involving clear commitments are relevant here; approvals in principle that may or may not result in specific decisions to take action are not relevant in this context. Frequently Cabinet decisions make the provision of funds subject to the approval of Treasury Board and when they do, the amount approved by the Board is the amount to be used.

- (i) Increases or decreases in fees and charges or changes in the volume of business where fees and charges are made will affect the amount of revenue credited to the vote. The net decrease or increase for the A budget level of operations is to be entered here.
- (j) A budget capital - The distribution of the Capital budget between A budget and B budget is explained in Chapter 2.
- (k) Deductions - For a variety of reasons, a service may cease to be required or a grant or contribution may cease to be payable. The associated costs for the Current Year are to be deducted in arriving at the A budget of the New Year. In addition, more efficient operation may lower the cost of providing the Current Year level of service and the decrease in cost is also to be deducted in arriving at the A budget.
- (l) Loans, investments and advances programs approved by Cabinet for a future year belong in the A budget.

Definition of the B Budget

- 44. The B budget consists of all amounts provided to improve the quality of service, to extend the application of the program or to finance new programs and new capital projects. The B budget is an increment, an amount over and above the A budget.
- 45. With a common understanding of the definition of the A budget given above, each department and the Treasury Board Secretariat should come to ready agreement as to the amount of the A budget for a program.



## PROGRAM FORECAST - INTRODUCTION

Issued  
Nov. 1970

46. However, the departmental B budget will contain all the plans and expectations of a department for growth in its programs either through extension of activities or through the introduction of new activities. Treasury Board will select and propose items based on Cabinet's broad priorities and on an evaluation of the relative merits of the departmental proposals.

Definition of the X Budget

47. The description of the way in which the A budget is to be derived may seem to imply an uncritical, automatic acceptance of the entire content of existing programs and activities. What the description is meant to imply is a realization that it is not possible for the Treasury Board to completely re-examine each year, year in and year out, the contents of every program and activity.
48. However, consistent with this approach to the A budget, departments and agencies are asked to submit an X budget in respect of the programs which fall within their respective jurisdictions (the letters from the Treasury Board calling for program forecast submissions may designate certain programs as being excepted from this requirement). An X budget consists of the costs of services or operations which it is suggested might be eliminated or reduced in size or postponed, the services or operations or grants and contributions chosen for this treatment being those of lowest priority relative to the objectives of the program and the priorities of government. The X budget is a decrement to the A budget.
49. An X budget submission is to consist of specific proposals in which each item of expenditure proposed as a candidate for elimination or reduction or postponement is clearly identified. If regulations have to be amended so as to, say, eliminate some service the regulations should be named and the amendment stipulated. The departmental priority attached to each of two or more X budget items should be indicated.
50. If legislation has to be amended to render feasible the inclusion of an item in an X budget this should also be brought out in the analysis and the nature of the amendment should be stated. Given the pressures on the legislative calendar an X budget item requiring legislative action for its implementation may have to be projected to have first effect in the second year of a forecast period.

## PROGRAM FORECAST - INTRODUCTION

Issued  
Nov. 1970

51. Finally, the analysis should deal objectively with the implication of putting each proposed X budget item into effect. The outline of such implications should explain the price to be paid, that is the loss in benefit that would have to be accepted, the nature of the loss and who would suffer it. This could be a certain sector of the population now receiving a grant or a specified service. One example that could be offered is the cancellation of postal service on Saturdays that took place in early 1969 and has involved adjustments for the general public. Other examples from the recent past are the cancellation of the Queen Elizabeth telescope and the cancellation of the Winter Works Program, the one involving a possible future decline in Canadian competence in a scientific field and the other removing a source of funds for the relief of, seasonal unemployment.
52. To take a hypothetical case, suppose a program that provides a service to a segment of the public through a network of regional and local offices. The analysis could identify a certain number of offices that serve small areas and a small clientele. The analysis would list these offices and point out that their closure in the New Year would effect, say, a net 12 per cent reduction in total program costs if the workload were directed to other, larger offices. It would be made clear that some inconvenience would be caused to the clients who would have to rely on the mails or to travel further to receive the service they now are able to obtain locally through calls to the offices that would be closed.

Accommodation Requirements

53. As a prelude to the introduction of the policy of charging departments for space used and the provision of funds in programs for this purpose, departments are required to include a schedule on space requirements for each program classified by type. (These data are being used at present to forecast and plan space requirements). This schedule is to summarize space requirements for the Past Year, the Current Year and the three subsequent years (NY to NY + 2) under broad location categories. Departments should have in their possession back up material on buildings and location by program to support these summary data.





## PROGRAM FORECAST - INTRODUCTION

*Issued*  
*Nov. 1970*

## D MEASURES OF WORK LOAD AND MEASURES OF EFFECTIVENESS

54. Departments should attempt to isolate for each activity a small number of key factors that reflect the volume or quality or desirability of the service being provided by the activity. These key factors may be measures relating to work load or measures of effectiveness. Properly chosen measures used in Program Forecast submissions could be of great assistance in making clear the essential aspects of activities and programs and in arriving at decisions on an optimum allocation of resources.
55. In some simple activities a work load measure, such as the number of licenses issued, could serve very well as the basis for a discussion of the trend of costs in relation to volume. Comparison to an accepted standard for a particular work load measure makes it more valuable since it becomes a measure of relative efficiency. To go further, the licensing activity may or may not be the best way in which to achieve program objectives. If the licensing activity is designed to reduce the frequency of some undesirable occurrence, a measure of effectiveness would show the number of occurrences relative to some planned objective.
56. Any measure of effectiveness of the activity or program should be based on an objective of the program.





**CHAPTER**  
**2**

**PROGRAM FORECAST**

**INSTRUCTIONS**





## PROGRAM FORECAST - INSTRUCTIONS

*Issued*  
*Nov. 1970*

## CHAPTER 2

PROGRAM FORECAST - INSTRUCTIONSTABLE OF CONTENTS

		<u>Page No.</u>
A	INTRODUCTION	
	Significance of Illustrations	2.03
	Terminology	2.03
B	GENERAL INSTRUCTIONS	
	Numbering and Dating of Pages	2.05
	Standard Forms	2.05
	Multi-Page Schedules	2.05
	Column Headings	2.06
	Narrative Information	2.06
	Allowances for Changes in Price Levels	2.07
	Manner of Submitting to Treasury Board	2.07
C	THE CAPITAL BUDGET SUBMISSION	
	General Information	2.09
	Program Capital by Activity	2.09
	Activity Capital by Project	2.09
	Updating of Capital Budgets	2.12
D	THE A BUDGET SUBMISSION	
	General Information	2.13
	Sequence in A Budget Submission	2.13
	Table of Contents	2.14
	Program Summary by Sub-Vote	2.14
	Program Summary by Activity	2.14
	Program Manpower by Activity	2.14
	Program Memorandum	2.15
	Program Personnel Costs	2.15
	Program Revenue Summary	2.16
	Activity A Budget Derivation	2.17
	Activity Summary	2.19
	Activity Manpower	2.20
	Activity Memorandum	2.20
	Activity Revenue Credited to the Vote	2.21
E	THE X BUDGET SUBMISSION	
	General Information	2.23
	Program X Budget	2.23
	Narrative Information	2.24



## PROGRAM FORECAST - INSTRUCTIONS

*Issued*  
*Nov. 1970*

F

## THE B BUDGET SUBMISSION

Page No.

General Information	2.25
Sequence in B Budget Submission	2.25
Table of Contents	2.26
Program Summary By Sub-Vote	2.26
Program B Budget Proposals	2.26
Program Summary by Activity	2.26
Program Manpower by Activity	2.27
Program Memorandum	2.27
Program Standard Objects of Expenditure	2.27
Program Personnel Costs	2.28
Program Revenue Summary	2.28
Program Services Provided Without Charge	2.28
Program Accommodation Requirements	2.28
Activity Summary	2.30
Activity Operating Elements	2.31
Activity Grants and Contributions (optional)	2.31
Activity Revenue Credited to Vote (optional)	2.31
Activity Non-Budgetary Expenditure (optional)	2.31
Activity Manpower	2.32
Activity Memorandum	2.32
Activity Standard Objects of Expenditure	2.32

## PROGRAM FORECAST - INSTRUCTIONS

*Issued*  
*Nov. 1970*

## A INTRODUCTION

1. This Chapter describes the procedures to be followed by departments and agencies in preparing their annual program forecasts for each of the A, B and X component budgets and in preparing Capital budgets and the quarterly revisions of Capital budgets.

Significance of Illustrations

2. Chapter 3 of the Manual contains illustrations of the application of the procedures described here. These illustrations are meant only to illustrate, that is, to show the way the forms should be used and to show the preferred structure of explanations. They are not meant to present models of good programs and activities or of the kinds of explanations that would justify expenditures.
3. Departmental subject matter has been drawn upon for the illustrations but in no way is the use of this subject matter meant to imply approval by the department or departments concerned of the statements made about the subject matter.

Terminology

4. For the sake of brevity, the term departments will often be used for departments and agencies. Since the normal situation is to have one vote for one program and to treat operating expenditures, capital expenditures, and grants and contributions expenditures as sub-votes, the term sub-vote will be used throughout to refer to these types of expenditures even though in some programs separate votes are required according to the instructions given in Chapter 4.





## PROGRAM FORECAST - INSTRUCTIONS

*Issued*  
*Nov. 1970*

## B GENERAL INSTRUCTIONS

Numbering and Dating of Pages

5. All memoranda and schedules are to be numbered in sequence by pages within each program. The table of contents required at the front of each program should show the date of the Program Forecast submissions. The other pages and schedules in the original submission need not be dated. All memoranda and schedules that amend or add to an original submission should be so identified and dated.

Standard Forms

6. Five standard forms will be used to prepare the various Program Forecast submissions. The five forms are as follows:

Form for presenting narrative information - TB320-23  
Form for presenting financial data - TB320-24  
Form for presenting manpower data - TB320-25  
Form for presenting Capital budgets - TB320-55  
Form for presenting both financial and  
manpower data deriving the A, B and X budget  
components - TB320-56

Several sets of these forms will be supplied each year by Treasury Board and departments will use these sets to reproduce their own supply.

Multiple-Page Schedules

7. When the information to be put in a schedule is too long to be presented on one page:
- indicate in brackets as part of the subject heading which page it is and how many pages there are (page 1 of 3);
  - total all of the columns on the first page and enter "Carried forward" opposite the column totals in the description column;
  - repeat heading of first page on subsequent pages; and
  - enter "Brought forward" in the description column and enter the column totals from preceding page in the columns on new pages.

## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

Column Headings

8. The schedules to be prepared for the Program Forecast submissions require information to be submitted for five years for A, B and X budgets (PY to NY + 2) and for seven years for the Capital budget (PY to NY + 4) which are defined as:
- CY (Current Year) refers to the year for which Main Estimates will have been most recently submitted. Financial data required under CY columns are the forecast expenditures for the full year which may or may not equal the Main Estimates for CY.
  - PY (Past Year) refers to the year preceding CY. Financial data required under PY columns are the most current expectation of expenditures that will be reported in the Public Accounts.
  - NY (New Year) refers to the year following CY and is sometimes referred to as the Estimates Year. The meaning of NY+1 to NY+4 will be obvious.

Narrative Information

9. Narrative information is to be expressed in clear and simple language. The content of supporting narratives must obviously be left to the judgment of those justifying financial requirements, but it would be helpful if:
- narrative statements were brief and factual;
  - tables were included in the body of the narrative where they would shorten and improve the presentation;
  - headings were used to indicate clearly the purpose of each part of the narrative;
  - specific quantitative data were used where possible; and
  - narratives were cross-indexed to the schedules.
10. When narrative information extends to more than one page, indicate in brackets as part of the "subject" heading the page and how many pages there are (page 1 of 5).



## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

Allowance for Changes in Price Levels

11. Different practices are to be observed for each of: salaries and wages, materials and supplies, capital and grants and contributions.
12. For salaries and wages, and for NY to NY + 2, a percentage allowance is to be made in each year for general salary increases and another percentage allowance is to be made in each year for promotions, reclassifications and merit increases. The percentage allowance for promotions, reclassifications and merit increases to be used will be designated by the Treasury Board. The allowance for general salary increases will be based on rates announced as a result of collective bargaining, or where no announcement has been made the percentage rates to assume will be designated by the Treasury Board.
13. For materials and supplies, only specifically announced price increases are to be taken into account. No percentage allowance for general price increases is to be made.
14. For capital, the most recent engineering estimates are to be used for NY to NY + 4. Again, allowances for general price increases are not to be added.
15. For grant and contribution items, the best estimates taking into account all relevant factors, population changes, changes in program content and level, established growth trends, etc. should be used to produce accurate costs for NY to NY + 2. No additional allowance is to be made for general price increases that represent in effect the declining purchasing power of the dollar.

Manner of Submitting to Treasury Board

16. Five copies of each submission are required by Treasury Board. Submissions are to be forwarded to the Board in standard 8" x 11" binders which permit easy insertion of amendments and of subsequent B budget submissions by Treasury Board staff. If departments will supply their A and X budget submissions to the Treasury Board in binders in January, the B budget submission in May need not be bound since it can be combined with the earlier A and X budget submissions in their original binders. Since capital budgets will need continual updating, it is suggested they be forwarded to the Board originally in standard binders which will permit easy insertion of updated submissions by Treasury Board staff as required.

## PROGRAM FORECAST - INSTRUCTIONS

*Issued*  
*Nov. 1970*

17. The Department of Supply and Services has available a three-ring smooth finish black vinyl binder with a 1 inch depth (catalogue stock number 7510-21-845-1044) and a corresponding binder with a 2 inch depth (catalogue stock number 7510-21-845-1042). The binding edge portion of each binder should be marked with Program Forecast, Year and Department identification. (For instance, the Year 1972-73 would be shown for the forecast period 1972-73 to 1974-75).

## PROGRAM FORECAST - INSTRUCTIONS

*Issued*  
*Nov. 1970*

## C THE CAPITAL BUDGET SUBMISSION

General Information

18. This section outlines the procedures to be followed by departments and agencies in preparing their Capital budget submissions for Treasury Board. As brought out in paragraphs 36 to 41 of Chapter 1, the Capital budget is to be a continually updated record of approved and proposed capital projects.
19. A separate Capital budget submission is required only when there are projects meeting the \$250,000 or more cost criterion. A separate Capital budget submission is not required - and "nil" returns are not necessary - when there is no project in the program whose cost is \$250,000 or more. When a department has capital expenditures and is not required to prepare a Capital budget submission according to the above, these capital expenditure requirements will be incorporated directly in the regular A and B budget submissions.
20. The Capital budget submission is composed of a listing of projects at the activity level with supporting narrative material and a program summary by activity.
21. The general instructions contained in Section B of this Chapter will apply to the preparation of Capital budget submissions.

Program Capital by Activity (Example page 3.03 and 3.05)

22. A summary is to be prepared for each program showing by activity the A budget capital, the B budget capital and the activity total as well as similar entries for the program as a whole. The activity data should agree with those reflected on each "Activity Capital by Project" schedule and any projects that have not been distributed to the activities will be entered in this summary (refer to paragraph 30 of this Chapter).

Activity Capital by Project (Example pages 3.07 - 3.13)

23. A listing of capital projects costing \$250,000 or more is to be prepared for each activity under four headings. In order to assist in breaking out the Capital budget as between those parts belonging in the A budget and those belonging in the B budget, projects are to be presented under the headings which follow.



## PROGRAM FORECAST - INSTRUCTIONS

*Issued*  
Nov. 1970A BUDGET(a) Projects in progress or contracts let.

Projects listed under this heading are those under way or for which contracts have been let to the end of the quarter for which the report is concerned. (For example, the report to be submitted at the end of January would contain projects in this status as at December 31.)

(b) Contracts to be let next quarter.

Projects listed under this heading are those for which contracts are expected to be let during the next ensuing quarter. (Given the example in (a), the months involved are January, February and March.)

(c) Other projects in CY Estimates.

Projects listed under this heading are those which are included in the project listings of Current Year Main Estimates and are not already shown under either (a) or (b) above. (Given the example in (a) and (b) the months involved would be April to March of the following year - i.e., the full Current Year. In subsequent reports projects would move from under this heading to (b) and then to (a). In the June report, for example, projects under this heading (c) would be only approved projects to be started in October to March of the Current Year).

B BUDGET(d) Projects planned for NY to NY + 4.

Projects planned to start in the New Year and the four subsequent years are to be listed by year and, within this grouping, in descending order of priority set by the department. Where a department has a large number of capital projects, they may be listed in groups in general order of priority. Projects planned for the New Year will normally receive program approval when the budgetary levels for this year are conveyed to departments at the end of August. These projects will not be transferred from under this heading to (c) above until the report for December. At this same time all the data will have to be brought back one year, e.g., NY+1 figures will have to be moved to the NY column, etc.

## PROGRAM FORECAST - INSTRUCTIONS

*Issued*  
*Nov. 1970*

24. Where there is a requirement for a separate Capital budget submission - see paragraph 19 above - and where there are one or more items of capital expenditures whose costs are less than \$250,000, these should be listed in groups identifying their nature. There could, for example, be an entry for automobiles under some 60,000 mile replacement program and another entry to cover the regular replacement of communications equipment. These should be entered after the three A budget headings and after the fourth or B budget heading, as appropriate, under a separate heading of "Projects under \$250,000".
25. The applicable minute number should be shown in brackets for projects that have received Treasury Board approval through a separate submission to the Board.
26. Totals by year should be provided for each of the A budget capital, B budget capital and the entire Capital budget. Sub-totals by the main headings should be provided if warranted by the number of projects listed.
27. In instances where departmental personnel are engaged or will be engaged in capital projects, the manpower data that would otherwise be shown on the "Activity Manpower" schedule will be shown as part of this schedule. The manpower data required on a total man-year basis should be identified by capital projects if possible and listed in the order shown for the financial requirements. This requirement for manpower data is not illustrated. Man-year requirements should be shown by year broken out between A budget, B budget and total.
28. Each project listed in the "Activity Capital by Project" schedule is to be supported by narrative explanations. To assist reference from the listings to the explanations, all entries in this schedule should be numbered, starting with number one, and the corresponding paragraphs of explanation given the same numbers.
29. The listings are to be made on the form for presenting Capital budget financial data (TB320-55) and the explanations on the form for narrative information (TB320-23).
30. There will be instances where projects cross activity lines and the listing by activities will be inappropriate. In such instances a listing at the program level only will have to suffice with relationships to the activities being covered to the degree necessary in the explanations.

## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

Updating of Capital Budgets

31. Capital budgets once established are to be updated regularly. A submission is required every quarter, at the end of the first month of the following quarter, that is: January 31, April 30, July 31 and October 31.
32. It should be evident that the placing of projects within Current Year, New Year, etc. will depend upon the point in time at which these are viewed and that eventually items shown as NY would become CY, etc. Since it is the December Capital budget (submitted by January 31) that is to be used in completing the A and B budget submissions, the column headings CY, NY and NY+1 to NY+4 used in the December report will be maintained in subsequent updating reports until the next December report at which time the data under each column will be transferred back one year, excepting that those for CY will become part of "Cost to End of PY" and new data for NY+4 will be added.
33. The same format and conventions as set out in this Section will be followed in updating the Capital budget, with the exception that only new projects and revisions to existing items including changes in total costs will require explanations. Explanations which do not require revisions will not have to be repeated. Projects added to the listing should be assigned the next consecutive numbers until number 999 is reached at which time the numbering system will revert to one.



## PROGRAM FORECAST - INSTRUCTIONS

*Issued*  
*Nov. 1970*

## D THE A BUDGET SUBMISSION

General Information

34. This section contains the procedures to be followed by departments and agencies in preparing their A budget submission for Treasury Board in accordance with the general principles outlined in Chapter 1.
35. The A budget submission for each program is to consist of a program memorandum and schedules summarizing the dollar and manpower requirements for the activities within the program. For each activity in the program, there is to be schedules to show the dollar and manpower requirements within the activity by program element and an activity memorandum. There is also to be for each activity a schedule showing the derivation of the A budget according to the method detailed in paragraph 42 of Chapter 1.
36. The general instructions contained in Section B of this Chapter will apply to the preparation of A budget submissions except that the various schedules in the A budget submission need only cover a span of five years, that is the Past Year, the Current Year, the New Year and two further years. Given that 1972-73 is the New Year, the schedules would then cover:
- |      |         |
|------|---------|
| PY   | 1970-71 |
| CY   | 1971-72 |
| NY   | 1972-73 |
| NY+1 | 1973-74 |
| NY+2 | 1974-75 |
37. The A budget is to be submitted in January of each year at the same time as but separate from the X budget submission.

Sequence in A Budget Submission

38. The Program Forecast submission pertaining to the A budget is to contain the following information for each program submitted in the sequence listed below.

For each Program A Budget -

Table of Contents  
 Program Summary by Sub-Vote  
 Program Summary by Activity  
 Program Manpower by Activity  
 Program Memorandum  
 Program Personnel Costs  
 Program Revenue Summary

## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

## For each Activity A Budget -

Activity A Budget Derivation  
Activity Summary  
Activity Manpower  
Activity Memorandum  
Activity Revenue Credited to the Vote

Table of Contents

39. A table of contents with page references is to be provided at the front of each program.

Program Summary by Sub-Vote (Example page 3.15)

40. A summary is to be prepared for each program to show the financial requirements by sub-vote for the five-year period. Each entry should be preceded by the applicable vote number or alternatively, the letter S where the entry refers to a statutory item. Separate totals should be shown for net total budgetary requirements and for non-budgetary (loans, investments and advances) requirements. The program summary serves as the introduction to the program section of each submission, and thereby makes each program submission complete by itself. Each program summary is to be signed by the Minister as an indication of his approval.

Program Summary by Activity (Example page 3.17)

41. A summary is required for each program summarizing the financial requirements reflected on each "Activity Summary" plus any element that has not been distributed to the activities. This summary is to show, for each activity and for the program as a whole, the budgetary, non-budgetary and total requirements. Receipts of the type credited to the consolidated revenue fund are to be shown as a memo entry after the program total.

Program Manpower by Activity (Example page 3.19)

42. A summary is to be prepared showing manpower requirements by activity, - these data being in agreement with the totals reflected on each "Activity Manpower" schedule within the program. Manpower data related to revolving funds will be entered immediately before the total for the program.

## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1971

Program Memorandum (Example pages 3.21 - 3.27)

43. A Program Memorandum is to be prepared for each program to provide: (1) a concise statement of program objectives and sub-objectives, (2) a brief description of the activities with particular emphasis on how they have been structured to fulfill the program objectives and (3) a summary presentation for major current issues for the program and the departments proposals for dealing with the issues. The words underlined are to be used as headings for the three types of information required.
44. Unless the department is proposing changes to the statement of program objectives and sub-objectives and the descriptions of activities contained in the CY Estimates, only a reference to the Estimates such as "Unchanged from Current Year Estimates", needs appear at this point under these first two headings of the Program Memorandum.

Program Personnel Costs (Example pages 3.29 and 3.31)

45. A Personnel cost schedule is to be prepared for each program, on the narrative form, showing regular time salary and wage costs by category and group, overtime costs and all other personnel costs for the New Year only.
46. The following method of costing salary requirements is to be used by all departments and agencies, excepting armed services personnel or uniformed personnel of the R.C.M.P. The column numbers below refer to the columns in the example.

- |        |  |
|--------|--|
| Col. 1 | The average annual salary rate in effect April 1 Current Year. This is to be the figure shown in Col. 4 of the salary costing schedule included in the latest Main Estimates submission derived from instructions and example contained in paragraph 83 of Chapter 4 of this Manual. |
| Col. 2 | The percent adjustment, as derived from actual rates of general salary increases granted by agreements signed or by arbitral awards, but which is not reflected in the average annual salary used in Col. 1 above.   |
| Col. 3 | The rate adjusted after applying the percentage increase shown in Col. 2.  |



## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1971

- Col. 4      The average annual rate, inclusive of a percent allowance for promotions, reclassifications and annual merit increases for the New Year (NY) to be announced by Treasury Board in the annual letter calling for Program Forecasts.
- Col. 5      An assumed percent adjustment for general salary increases, as derived from annual percentages announced by Treasury Board in the letter calling for Program Forecasts, pertaining to periods not covered by collective bargaining agreements.
- Col. 6      The rate adjusted after applying the percentage increase shown in Col. 5.
- Col. 7      The expected man-year utilization for the Group for the New Year (NY).
- Col. 8      Forecast total salary cost for the Group for the New Year (NY). (Col. 6 X Col. 7)

47.      Sub-totals are to be shown for Cols. 7 and 8. The total of Col. 7 must agree with the total man-year figure for the New Year shown on the "Program Manpower by Activity" schedule. The total of Col. 8 should agree with "Regular Time Salaries and Wages" and "Other Personnel Costs" appearing in the department's working papers of standard objects of expenditure.
48.      For agencies designated as separate employers under the Public Service Staff Relations Act, the same costing method is to be used except that the groupings will be those used in salary determination and collective bargaining.

Program Revenue Summary      (Example page 3.33)

49.      A revenue summary is to be prepared for each program showing under separate headings revenues credited to the vote and revenues credited to the consolidated revenue fund, the first being a summary by activity of information contained in the "Activity Revenue Credited to the Vote" schedule and the second being a listing by major source. Only revenue received or to be received by the end of the fiscal year is to be included.

## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

Activity A Budget Derivation (Example pages 3.35 - 3.45)

50. An A budget schedule is required for each activity showing in financial and man-year terms the way the A budget level for the forecast period is derived from the Current Year Estimates level excluding capital. There is to be a corresponding entry on the schedule for each of the applicable factors that have been described in paragraph 43 of Chapter 1 as going into the construction of an A budget, namely:
- Main Estimates (budgetary expenditures) of Current Year, excluding capital
  - Supplementary Estimates with continuing effect
  - non-discretionary increases in statutory payments
  - non-discretionary increases in workload
  - general salary increases
  - promotions, reclassifications and merit increases
  - specific price increases
  - costs of implementing Cabinet decisions
  - allowance (increase or decrease) for expected change in revenue or receipts credited to the vote
  - A budget capital
  - decreases because of discontinued items of expenditure or specific improvements in productivity
  - Non-budgetary (loans, investments and advances)
51. Some activities of a continuing nature are financed by voted non-budgetary items (loans, investments and advances). The same procedure described in the preceding paragraph will apply and appropriate entries will be made in the A budget derivation schedule under a separate "non-budgetary" heading after the total "budgetary" requirement is derived.

## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

52. Separate entries will be made showing "Gross Budgetary Estimates" and reductions for revenue credited to the vote and for capital in deriving the CY Main Estimates base to be used in determining the A budget for the New Year and the subsequent two years. When revenue credited to the vote or capital is applicable to more than one activity and a breakdown is not reasonable, the pertinent data should be shown with the activity receiving prime benefit. It may be necessary on occasion, however, to present revenue credited to the vote or capital as an element at the Program level.
53. The CY man-year and salary cost levels will be used as a base in calculating the amounts to be shown in the A budget derivation schedule for general salary increases and promotions, reclassifications and merit increases. For the New Year, the allowances will take into account the percentage rates departments are asked by Treasury Board to assume. For NY + 1 and NY + 2 these same percentages are to be assumed (Note that there will be a compound effect in these last two years).
54. Other factors in the A budget derivation schedule may involve manpower changes. The same assumptions contained in the preceding paragraph should be used in costing the salary content of these other factors.
55. The amount to be added for Capital will be the A budget portion of the January Capital budget submission and need only be a one line entry on this schedule. Those departments and agencies who do not have a capital budget as a separate submission - refer to paragraph 19 of this Chapter - will list under the "A Budget Capital" heading their ongoing capital requirements grouped, if necessary, according to their nature.
56. Each entry on the schedule should be numbered 1, 2, ... and the numbers used to reference explanations that will appear on narrative sheets following the schedule. It is likely that only some of the entries will need explanation. Those for supplementary estimates, specific price increases, increases in workload, increases in manpower and the costs of implementing Cabinet decisions should always be explained. The explanation on manpower increases should include a division of man-year requirements between "continuing full-time" and all others.



## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

Activity Summary (Example page 3.47)

57. A summary is to be prepared for each activity to show financial requirements for the five year span by the three types of sub-votes (operating, capital, and grants and contributions) with a sub-total before the entries for non-budgetary items (loans, investments and advances).
58. Under the "Operating Expenditures" heading an elemental breakdown that is best suited to presenting the department's way of thinking about the management of the activity is to be given. This may be a sub-activity breakdown (as, say, by personnel services, financial management and administrative support in an administrative activity) or it may be a responsibility centre or regional breakdown.
59. Expenditures that cannot be broken down by sub-activity are to be shown on this schedule as elements. The Minister's salary and car allowance, and other expenditures of the Minister's office should be included as an element in a general administration activity by departments having only one program or as an activity in a general administration program by departments having such a program.
60. Since A budget capital requirements by activity will be detailed in the Capital budget submission, or if a submission is not required, in the "Activity A Budget Derivation" schedule, only a single line entry is required under the "Capital Expenditures" heading of this summary.
61. The first line entry under the "Grants and Contributions" heading of this summary is to be described as "Total CY Main Estimates". The amount to be shown for PY is the total expenditure forecast and that for CY and subsequent years is the total of the grants and contributions detailed in the CY Main Estimates. All changes from the grants and contributions listed in the CY Main Estimates including changes in recipient - will then be detailed and shown in CY and subsequent years as applicable. To distinguish between "new" items and "changed" items, the CY amount of "changed" items will be indicated in brackets as part of the description.
62. The non-budgetary items will be listed under the heading "Loans, Investments and Advances" according to the sub-activity or element or other breakout best suited to presenting the purpose of such expenditures. When it is not possible to associate non-budgetary items to activities or to an activity receiving prime benefit these should be shown at the program level on the "Program Summary by Activity".

## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

63. The only operational data required in A Budget Program Forecast submissions regarding Revolving Funds are manpower data. It is suggested these data be shown as an activity on the Program Manpower by Activity schedule immediately above the total line. Proposals to increase the amount of an existing revolving fund or to set up a new revolving fund should be included with "Non-Budgetary Expenditures".

Activity Manpower (Example page 3.49)

64. A summary is to be prepared showing manpower requirements according to the sub-activity or element breakout used to display operating expenditures on the "Activity Summary". If the breakout of manpower data by these same elements is not possible the reason is to be indicated. For each of the PY, CY and NY the total man-years is to be broken out into "continuing employees" and "casual and others", and the strength is to be shown in brackets under the "continuing employees" man-years. For NY + 1 and NY + 2 only the "total" man-year requirements need be shown. If the mix of man-years for these two years differs greatly from the mix in NY, this should be highlighted in the Activity memorandum.
65. In instances where departmental personnel are engaged or will be engaged in capital projects the A budget portion as detailed in the Capital budget submission will be shown immediately before the total for the Activity.
66. The terms man-years and strength have the meaning given in the Treasury Board Circular 1969-161 of October 20, 1969.

Activity Memorandum (Example page 3.51)

67. The presentation for each activity is to contain an Activity Memorandum. Its content should be brief and factual. In fact, the memorandum should be suitable for a briefing book for a new minister or deputy head seeking to gain an understanding of the essentials of the activity. In most cases the text under most of the headings set out below as appropriate for an activity memorandum should not have to be changed from year to year.
68. The following headings should be used in the order shown so far as they are applicable. Other additional headings, e.g. cost analysis or factors which cause changes in the volume or scale of operations, may suggest themselves for some activities.

## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

- (a) Nature of the Activity - A factual description of the work in the activity, elaborating on the activity description appearing in Main Estimates.
- (b) Basis in Law - The name of the statute or statutes that require or permit this activity. More than the name of the act is required; there should be a statement that shows how the activity follows from some provision of the act. In instances where regulations provide the basis for the existence of an activity these should be named and their relevance made clear.
- (c) Geographic Distribution of Operations - State whether the operation is one carried on entirely at a headquarters. If it is not, the locations of operations should be stated and the nature of the regional operations distinguished from the nature of headquarters operations.

Activity Revenue Credited to the Vote (Example page 3.53)

- 69. A schedule is to be prepared for each activity showing, by source, the revenue of the type credited to the vote. Only revenue received or to be received by the end of the fiscal year is to be included. If it is possible to relate at least the major type of revenue to specific elements (sub-activities), the relationship should be shown - a suggested method being to list the elements under revenue-by-source headings.
- 70. In completing this schedule, list major sources of revenue in the description column. Where there are small amounts of revenues from several sources, use one category described as "Miscellaneous" followed by a brief description of content.
- 71. A narrative explanation is to be prepared and should follow each revenue schedule relating these revenues, in terms of unit charges and volume, to the expenditures incurred to produce the revenue.





## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

## E THE X BUDGET SUBMISSION

General Information

72. As stated in Chapter 1, the X budget is to consist of a list of clearly identified low priority and postponable expenditures with appropriate narrative explanations relating the impact of implementing the suggested reductions on the program objectives. The main purpose of this budget is to provide the government with flexibility in finding funds for urgent and important new programs.
73. The X budget is to be submitted in January of each year - at the same time as but separate from the A budget submission - and is to cover a four year span - namely CY to NY + 2. (The CY column will be used to show the possible effect on the Current Year of a NY proposal).
74. The schedule is to be prepared on Form TB 320-56 which provides for dollar and manpower data while the appended explanations are to be presented on the regular form for narrative information TB 320-23.
75. The same conventions as set out in Section B of this Chapter will apply to the X budget submission.
- Program X Budget (Example page 3.55 and 3.57)
76. A schedule is to be prepared showing, by activity, the financial and manpower implications of X budget proposals.
77. In preparing this schedule departments should ensure that:
- each operation, service, grant, contribution or project which might be reduced or postponed or eliminated is specifically identified;
  - the items proposed for consideration are clearly ranked in a way to show the departmental preference as to items having least priority; and
  - data are included on the number of government employees who would become surplus to the requirements of the department with respect to each expenditure reduction item listed.
78. Each item of reduction proposed in the X budget schedule should be numbered consecutively - starting with the item having least priority - and each number is to be cross-referenced to explanatory narratives.

PROGRAM FORECAST - INSTRUCTIONS

*Issued*  
*Nov. 1970*

Narrative Information (Example page 3.59 and 3.61)

79. Narrative information is to be prepared in support of each item listed in the "Program X Budget" schedule. These narratives should be numbered and presented under the following headings:
- (a) Impact on the objectives of the program,
  - (b) Impact on other programs,
  - (c) Legislative implications, and
  - (d) Political feasibility
80. Where proposals involve manpower reduction, an indication is to be given as to the city or town in which these employees would work were the reduction not made. Attention is to be drawn to any manpower reduction which would directly aggravate problems of regional unemployment.



## PROGRAM FORECAST - INSTRUCTIONS

*Issued*  
*Nov. 1970*

## F THE B BUDGET SUBMISSION

General Information

81. This section contains the procedures to be followed by departments and agencies in preparing their B budget submission for Treasury Board in accordance with the general principles and definitions outlined in Chapter 1.
82. The B budget submission provides details of B budget proposals and is the vehicle by which the A budget and B budget components of the overall expenditure budget are brought together.
83. Some of the schedules called for in the B budget submission may not be required where there are no B budget items proposed, or where the A budget as submitted by the department remained unchanged, or both. The requirements for each schedule are brought out later in the specific instructions.
84. The general instructions contained in Section B of this Chapter will apply to the preparation of B budget submissions which are to be submitted in early May of each year.

Sequence in B Budget Submission

85. Where there is a requirement for any or all of the schedules listed below they are to be submitted in the sequence which follows.

## For each Program -

- Table of Contents
- Program Summary by Sub-Vote
- Program B Budget Proposals
- Program Summary by Activity
- Program Manpower by Activity
- Program Memorandum
- Program Standard Objects of Expenditure
- Program Personnel Costs
- Program Revenue Summary
- Program Services Provided Without Charge
- Program Accommodation Requirements

## For each Activity -

- Activity Summary
- Activity Operating Elements
- Activity Grants and Contributions (optional)
- Activity Revenue Credited to the Vote (optional)
- Activity Non-Budgetary Expenditures (optional)
- Activity Manpower
- Activity Memorandum
- Activity Standard Objects of Expenditure

## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

Table of Contents

86. A table of contents with page references, and properly identified as B budget submission, is to be provided at the front of each program.

Program Summary by Sub-Vote (Example page 3.63)

87. A summary similar in form to that provided in the A budget submission - refer to paragraph 40 of this Chapter - is to be prepared for each program where there are changes in the A budget from that submitted, or where there are B budget proposals, to show the total financial requirements of the A and B budget components.

Program B Budget Proposals (Example page 3.65 - 3.71)

88. A schedule is to be prepared for each program showing, under activity headings, the specific items making up the departmental B budget proposal.
89. This schedule is made up of a listing of items showing financial and manpower requirements using standard form TB 320-56, and each item is to be supported by explanation on narrative form TB 320-23.
90. The entries under each activity heading are to be listed in sub-vote order to permit a reconciliation between the data in this schedule and the B budget entries shown in each "Activity Summary". The order to be followed in the listing of the items should therefore be: operating expenditures, B budget capital (one line entry), grants and contributions, changes in revenue credited to the vote and finally non-budgetary expenditures (loans, investments and advances).
91. All items making up the B budget are to be numbered consecutively to identify the departmental order of priority with the item of highest priority being assigned number one. The paragraphs of explanations should be given the number of the item they support.

Program Summary by Activity (Example page 3.73)

92. A summary is required for each program summarizing the financial requirements reflected on each "Activity Summary" plus any element that has not been distributed to the activities. This summary is to show, for each activity and for the program as a whole, the net budgetary, non-budgetary and total requirements. Receipts of the type credited to the consolidated revenue fund and services provided without charge are to be entered after the program total so as to arrive at the "net program cost".

## PROGRAM FORECAST - INSTRUCTIONS

*Issued*  
*Nov. 1970*

Program Manpower by Activity

93. Where there are manpower changes from that shown in the A budget submission or where there are B budget proposals involving manpower, a summary is to be prepared showing requirements by activity, with these data being in agreement with the totals reflected on each "Activity Manpower" schedule within the program, whether the supporting "Activity Manpower" schedules are part of this submission, or of the previous A budget submission which will be the case where manpower is unchanged. Manpower data related to revolving funds will be entered immediately before the total for the program.

Program Memorandum

94. A Program Memorandum is to be prepared - in accordance with paragraphs 43 and 44 of this Chapter - only if the information contained in the program memorandum submitted with the A budget needs to be updated.
95. No illustration of an "updated" program memorandum is provided because it should be designed to suit departmental circumstances. The method of updating could take the form of brief amendments to the previous memorandum with cross-references, or it could be complete by itself.

Program Standard Objects of Expenditure

96. A summary is to be prepared for each program showing financial requirements by standard object of expenditure. This summary is not illustrated but is to follow the form shown on page 3.95 with the appropriate substitution of names in the heading.
97. Data for the five years (i.e. PY to NY+2) are to be shown each year by the first thirteen standard objects of expenditure except that Personnel costs are to be broken out between "Regular Time Salaries and Wages", (that is those items which would be coded to economic objects 0101, 0102 and 0115 in the Expenditure Coding System) and all Other personnel costs.



## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

Program Personnel Costs

98. A Personnel Costs schedule is to be prepared for each program in accordance with paragraphs 45 to 48 of this Chapter where there are changes in the "Program Personnel Costs" schedule included with the A budget submission. For example changes could arise from recently announced general salary increases or from increases or decreases in man-year levels.

Program Revenue Summary (Example page 3.75)

99. A "Program Revenue Summary" prepared in accordance with paragraph 49 of this Chapter is required only if there are changes in the amounts of revenues shown in the "Program Revenue Summary" submitted with the A budget.

Program Services Provided Without Charge (Example 3.77)

100. A summary is to be prepared for each program showing services provided without charge by other departments and to show the cost of accommodation the department occupies in its own buildings. The summary is to identify the departments providing service, the type of service and the rates or basis for each type of service. A narrative explanation is to be prepared and should follow each summary explaining the changes in projected expenditure based on the amount of services to be received wherever the summary does not readily disclose this without amplification.
101. Departments which provide such services to others should advise the client departments of the cost of services provided or the rates to be used in determining costs not later than one month before the date set for receipt of Program B budgets in Treasury Board.

Program Accommodation Requirements (Example page 3.79 and 3.81)

102. A set of summaries is to be prepared, on Form TB 320-24, by program for each of the following categories:

Accommodation supplied by DPW  
Accommodation not supplied by DPW

Each set of summaries is to detail space requirements in thousands of square feet for each of the PY to NY+2 in accordance with a classification for each of the following:

## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

Accommodation - National Capital Region  
Accommodation - Other areas of Canada  
Accommodation - Outside Canada

The classification, that used in the Central Real Property Inventory Records as contained in Appendix B of circular MI-2-68 dated April 22, 1968, is as follows:

- (a) Administration
- (b) Operative
- (c) Institutional
- (d) Residential

103. The number of thousand square feet to be reported for the Administration classification is to be "Rentable" while for all other classifications "Gross" is to be shown. The Department of Public Works will supply all departments and agencies by February 28 with a listing indicating either the rentable or gross square feet, as applicable, of space being occupied at each location for accommodation under their control.
104. The Department of Public Works will also supply the departments and agencies with the gross square feet of space presently occupied in the departments own buildings as reported by them to the Central Real Property Inventory. The information on Department of Public Works buildings together with the departments own holdings is to be used in the preparation of the required return.
105. The departments own holdings may include some accommodation which fall in the "Administration" classification. In these circumstances, and where present data are in "Gross Square Feet" it will be necessary to convert the measurements to "Rentable". This may be accomplished as follows:
- (a) Measure space of the buildings involved; or
  - (b) Use an appropriate conversion factor. Where a more accurate factor is not available it is suggested that departments and agencies calculate "Rentable" as being 12% less than "Gross".

## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

Activity Summary (Example 3.83 - 3.87)

106. Where there are changes in the Activity A level from that submitted or where there are B budget proposals for an activity, a summary is to be prepared to show financial requirements for the five year span by the three types of sub-votes and the revenue credited to vote, with a sub-total before the entries for non-budgetary expenditures (loans, investments and advances). This summary is the vehicle to display departmental changes to the A budget level previously agreed to by the Treasury Board Secretariat, and to combine the A and B budget components at the activity level.
107. Under each of the headings of Operating Expenditures, Capital Expenditures, Grants and Contributions, Revenue Credited to Vote, Non-Budgetary and Activity Total, the following entries will be made.
- "Agreed to" A budget
  - Departmental changes to A budget, if any,
  - New A budget, if applicable,
  - Total of B budget items, and
  - Total (A + B) budget
108. The amount to be shown for the "Agreed to" A budget will be the applicable portion of the program A level of expenditure communicated to departments and agencies following the review of the A budget and Capital budget by Treasury Board Secretariat.
109. Departmental changes to the "Agreed to" A budget will be listed according to the factors entering the construction of an A budget - refer to paragraph 50 of this Chapter - and each item is to be supported by explanations, on narrative form, giving the reason for the change and, in the case of changes listed under "Operating Expenditures", their effect on the elements (sub-activities) are to be shown where significant.
110. The total of B budget items under each of the headings will be derived from the details listed in the "Program B Budget Proposals" schedule.
111. The qualifications contained in paragraphs 59 and 62 of this Chapter continue to apply in preparing the "Activity Summary" for the B budget submission.



## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

Activity Operating Elements (Example page 3.89)

112. Where there are changes in the activity A level from that submitted or where there are B budget proposals for an activity, a schedule supporting the "Operating Expenditures" total in the "Activity Summary" is to be prepared showing financial requirements by element, reflecting for each element the combined A + B requirements. The elemental breakdown will normally be that submitted as part of the A budget in accordance with paragraph 58 of this Chapter.

Activity Grants and Contributions (optional) (Example page 3.91)

113. A full listing of Grants and Contributions for the activity was not required as part of the A budget submission - only changes from those listed in the Main Estimates of the Current Year were required to be detailed in the "Activity A Budget Derivation" schedule. If there are numerous changes in grants and contributions requirements from those detailed in the CY Main Estimates, departments may wish to present as part of the B budget submission, a full listing of Grants and Contributions supporting both the A and B components shown under the "Grants and Contributions" heading of the "Activity Summary".

Activity Revenue Credited to Vote (optional)

114. The changes in revenue credited to the vote involved in the B budget will be detailed in the "Program B Budget Proposals" schedule, and those related with departmental changes from the "Agreed to" A level will be shown in the "Activity Summary". Departments may wish, however, to present as part of the B budget submission, a schedule of revenue credited to vote supporting both the A and B components shown under the "Revenue Credited to Vote" heading of the "Activity Summary". Instructions contained in paragraphs 69 to 71 of this Chapter will apply.

Activity Non-Budgetary Expenditure (optional)

115. Where there are several loan, investment and advance items in an activity, departments may wish to prepare a full listing of these items broken out into the A and B components so as to present in one schedule all the non-budgetary requirements for the activity and to provide further description of each item.

## PROGRAM FORECAST - INSTRUCTIONS

Issued  
Nov. 1970

Activity Manpower (Example page 3.93)

116. Where there are manpower changes from that shown in the A budget submission or where there are B budget proposals involving manpower, a summary showing "combined A + B" manpower requirements is to be prepared similar to that required under paragraphs 64 to 66 of this Chapter.

Activity Memorandum

117. An Activity Memorandum is to be prepared - in accordance with paragraphs 67 and 68 of this Chapter - only if the information contained in the activity memorandum submitted with the A budget needs to be updated. As in the case of the program memorandum no illustration is provided in Chapter 3, and the method of updating could take the form of brief amendments to the previous activity memorandum with cross-references, or it could be complete by itself.

Activity Standard Objects of Expenditure (Example page 3.95)

118. A summary is to be prepared for each activity showing financial requirements by the first thirteen standard objects of expenditure. Data for the five years, i.e. PY to NY + 2, are to be shown each year by the first thirteen standard objects of expenditure except that Personnel costs are to be broken out between "Regular Time Salaries and Wages", (that is those items which would be coded to economic objects 0101, 0102 and 0115 in the Expenditure Coding System) and all Other personnel costs.

CHAPTER

3

PROGRAM FORECAST

ILLUSTRATIONS





## PROGRAM FORECAST - ILLUSTRATIONS

*Issued Nov. 1970*

## CHAPTER 3

PROGRAM FORECAST - ILLUSTRATIONS

"R.C.M.P."

## TABLE OF CONTENTS

	<u>Page No.</u>
THE CAPITAL BUDGET SUBMISSION	
Program Capital by Activity	3.03
Activity Capital by Project	3.07
THE A BUDGET SUBMISSION	
PROGRAM DETAILS	
Program Summary by Sub-vote	3.15
Program Summary by Activity	3.17
Program Manpower by Activity	3.19
Program Memorandum	3.21
Program Personnel Costs	3.29
Program Revenue Summary	3.33
ACTIVITY DETAILS	
Activity A Budget Derivation	3.35
Activity Summary	3.47
Activity Manpower	3.49
Activity Memorandum	3.51
Activity Revenue Credited to the Vote	3.53
THE X BUDGET SUBMISSION	
Program X Budget	3.55
Narrative Information	3.59
THE B BUDGET SUBMISSION	
PROGRAM DETAILS	
Program Summary by Sub-vote	3.63
Program B Budget Proposals	3.65
Program Summary by Activity	3.73
Program Manpower by Activity	(not illustrated)
Program Memorandum	(not illustrated)

## PROGRAM FORECAST - ILLUSTRATIONS

*Issued Nov. 1970*Page NO.

## THE B BUDGET SUBMISSION (CONT'D)

## PROGRAM DETAILS (CONT'D)

Program Standard Objects of Expenditure	(not illustrated)
Program Personnel Costs	(not illustrated)
Program Revenue Summary	3.75
Program Services Provided Without Charge	3.77
Program Accommodation Requirements	3.79

## ACTIVITY DETAILS

Activity Summary	3.83
Activity Operating Elements	3.89
Activity Grants and Contributions	3.91
Activity Non-Budgetary Expenditure	(not illustrated)
Activity Manpower	3.93
Activity Memorandum	(not illustrated)
Activity Standard Objects of Expenditure	3.95
Activity Revenue Credited to the Vote	(not illustrated)



December 31, 1970

QUARTER ENDED - TRIMESTRE TERMINE

Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

PAGE 3.03

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

Program Capital by Activity (Page 1 of 2)

Issued Nov. 1970

\$ (000's)

PROJECT DESCRIPTION DESCRIPTION DES PROJETS	TOTAL COST CÔÛT TOTAL	COST TO END OF PY CÔÛT JUSQU'À FIN DE AP	CY - AC	NY - NA	NY+1 - NA+1	NY+2 - NA+2	NY+3	NA+3	NY+4 - NA+4
ENFORCEMENT OF FEDERAL STATUTES....									
A Capital			X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	XXX	XXX
B Capital			-	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
Total			X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
NATIONAL POLICE SERVICES									
A Capital			X,XXX	X,XXX	X,XXX	XXX	XXX	XXX	XXX
B Capital			-	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
Total			X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
POLICE SERVICES UNDER CONTRACT									
A Capital			4,546	2,387	2,535	2,736	2,770	2,770	2,850
B Capital			-	2,700	2,900	2,750	3,000	3,000	2,800
Total			4,546	5,087	5,435	5,486	5,770	5,770	5,650
SUPPORT SERVICES									
A Capital			X,XXX	X,XXX	XXX	XXX	XXX	XXX	XXX
B Capital			-	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
Total			X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
ADMINISTRATION									
A Capital			XXX	XXX	XXX	XXX	XXX	XXX	XXX
B Capital			-	XXX	XXX	XXX	XXX	XXX	XXX
Total			XXX	X,XXX	X,XXX	XXX	XXX	XXX	XXX
CARRIED FORWARD			X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX

Instruction page 2.03



DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

PAGE 3.05

Program Capital by Activity (Page 2 of 2)
 

Issued Nov. 1970

\$ (000's)

PROJECT DESCRIPTION DESCRIPTION DES PROJETS	TOTAL COST COÛT TOTAL	COST TO END OF PY COÛT JUSQU'À FIN DE AP	CY - AC	NY - NA	NY + 1 - NA + 1	NY + 2 - NA + 2	NY + 3 - NA + 3	NY + 4 - NA + 4
BROUGHT FORWARD			X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
			XX,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
			-	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
			XX,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
TOTAL PROGRAM								
A Capital								
B Capital								
TOTAL								
APPROVED								
SOLICITOR GENERAL								











PROGRAM  
PROGRAMME

Law Enforcement

ACTIVITY  
ACTIVITÉ

Police Services Under Contract

SUBJECT  
SUJET

Activity Capital by Project (Page 2 of 2)

Issued Nov. 1970

\$ (000's)

PROJECT DESCRIPTION DESCRIPTION DES PROJETS	TOTAL COST COÛT TOTAL	COST TO END OF PY COÛT JUSQU'À FIN DE PY	CY - AC	NY - NA	NY+1 - NA+1	NY+2 - NA+2	NY+3 - NA+3	NY+4 - NA+4
<b>B BUDGET (CONT'D)</b>								
Brought forward			-	X,XXX	X,XXX	X,XXX	X,XXX	XXX
Projects under \$250,000			-	XXX	XXX	XXX	XXX	XXX
Construction			-	XXX	-	-	-	-
9. - Detachment Quarters			-	XXX	-	-	-	-
10. - Miscellaneous			-	XXX	XXX	XXX	XXX	XXX
Sub-Total			-	2,700	2,900	2,750	3,000	2,800
Total Activity B Capital			4,546	5,087	5,435	5,486	5,770	5,650
<b>TOTAL ACTIVITY CAPITAL BUDGET</b>								
<b>MANPOWER REQUIREMENTS - MAN-YEARS (STRENGTH)</b>								
(Where applicable)			XX (XX)	XX (XX)	X	-	-	-
A BUDGET			XX (XX)	XX (XX)	XX	XX	XX	XX
B BUDGET			XX (XX)	XX (XX)	XX	XX	XX	XX



Law Enforcement

Police Services Under Contract

Activity Capital Budget - Supporting Narrative (Page 1 of 2)

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

PAGE 3.11

<input checked="" type="checkbox"/>	CAPITAL BUDGET - BUDGET D'INVESTIS.
<input type="checkbox"/>	A BUDGET - BUDGET A
<input type="checkbox"/>	B BUDGET - BUDGET B
<input type="checkbox"/>	X BUDGET - BUDGET X

Issued Nov. 1970

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

1. Yellowknife, N.W.T. - Sub-Division Administration Building

Yellowknife has been designated as the seat of Government for the N.W.T. which necessitated relocating our Fort Smith operation to Yellowknife. A suitable site has been located and the Treasury Board Advisory Committee on Accommodation during the 248th meeting held on 25 June 19xx, approved the space requirements. A suitable building is estimated to cost \$480,000 and a contract for the construction has been let to XYZ Co. Ltd. for \$440,000 as approved by T.B. 673456. This estimated cost includes \$40,000 expended for site acquisition and preparation. An amount of \$390,000 is provided in CY Main Estimates and \$50,000 is required in NY to complete construction.

2. Detachment Quarters

The success of the build-for-lease programme at the Detachment level has allowed a reduction in this type of construction to 4-5 per year. Crown construction is and will continue to be undertaken at locations where suitable accommodation cannot be otherwise obtained.

The standard buildings at 95 Detachments no longer meet the approved space requirements for offices and over 150 buildings in which the cell accommodation is inadequate. Planning has commenced to undertake renovations to each building as and when required over a 10-year period beginning in 1971-72. The cost of these buildings average \$20,000 per unit. Delays in implementing this program would seriously hinder the efficiency and effectiveness of police operations, and invite adverse criticism due to the sub-standard holding, interrogation, etc. accommodation.

Investigations  
2.11.8





PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

Law Enforcement

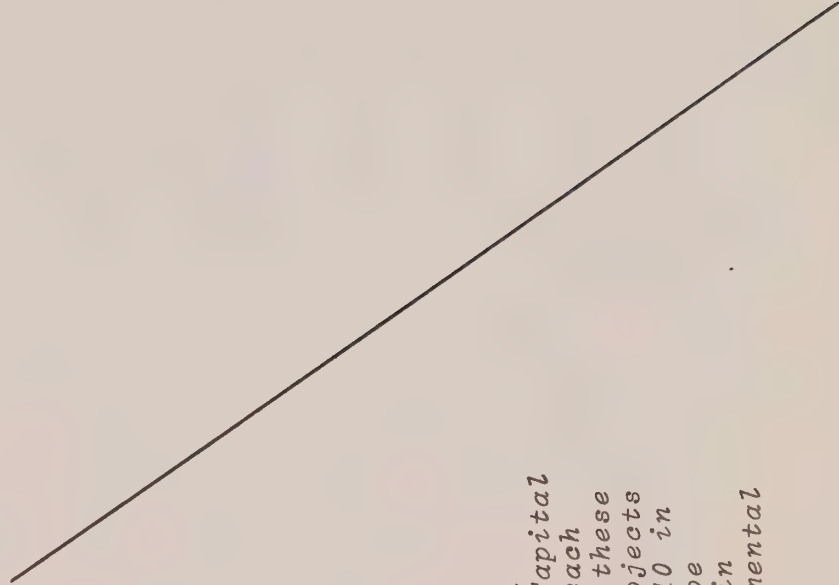
Police Services Under Contract

Activity Capital Budget - Supporting Narrative (Page 2 of 2)  
*Issued Nov. 1970*

<input checked="" type="checkbox"/>	CAPITAL BUDGET -- BUDGET D'INVESTIS.
<input type="checkbox"/>	A BUDGET -- BUDGET A
<input type="checkbox"/>	B BUDGET -- BUDGET B
<input type="checkbox"/>	X BUDGET -- BUDGET X

3. Miscellaneous Construction Projects under \$250,000

A limited number of separate married quarters will also be provided through Crown construction mostly at northern or isolated locations where suitable housing is not available.....



4.

5.

6.

7. NOTE:

- Each project is to be given a number in the "Activity Capital by Project" schedule, and each number is to be covered in these supporting narratives. Projects under B Budget (e.g. 6 to 10 in this illustration) are to be listed so as to rank them in descending order of departmental priority.

10.





Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

Program Summary by Sub-Vote

Issued Nov. 1970

\$ (000's)

☒ A BUDGET - BUDGET A  
☐ B BUDGET - BUDGET B

DESCRIPTION	PV - AP	CY - AC	NY - NA	NY + 1 - NA + 1	NY + 2 - NA + 2
(S) - Pensions and Other Benefits	25,200	29,750	30,812	31,511	32,757
20 - Operating Expenditures	110,284	126,248	141,315	155,435	171,002
20 - Grants and Contributions	10	3	3	3	3
25 - Capital Expenditures	10,499	15,266	8,179	6,276	6,963
	145,993	171,267	180,309	193,225	210,725
20 - Receipts Credited to the Vote	34,582	38,286	43,171	48,324	53,877
TOTAL BUDGETARY	111,411	132,981	137,138	144,901	156,848
	-	-	50	-	-
L30 - Loans, Investments and Advances					

Instruction page 2.14

APPROVED

SOLICITOR GENERAL



Law Enforcement

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITE

SUBJECT  
SUJET

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

☒ A BUDGET - BUDGET A  
☐ B BUDGET - BUDGET B

Issued Nov. 1970

Program Summary by Activity

\$ (000's)

DESCRIPTION	PV - AP	CY - AC	NY - NA	NY+1 - NA+1	NY+2 - NA+2
ENFORCEMENT OF FEDERAL STATUTES AND EXECUTIVE ORDERS	32,293	37,579	39,327	41,416	44,560
Net Budgetary					
NATIONAL POLICE SERVICE	6,834	10,731	11,045	10,982	11,870
Net Budgetary					
POLICE SERVICES UNDER CONTRACT	29,358	33,941	36,238	41,077	46,374
Net Budgetary					
SUPPORT SERVICES	8,735	10,569	10,948	10,677	11,532
Net Budgetary					
ADMINISTRATION	8,991	10,411	8,768	9,238	9,755
Net Budgetary					
Non-budgetary					
Total	8,991	10,411	8,818	9,238	9,755
PENSIONS AND OTHER BENEFITS (STATUTORY)	25,200	29,750	30,812	31,511	32,757
Budgetary (not costed to activities)					
TOTAL PROGRAM	111,411	132,981	137,138	144,901	156,848
Net Budgetary					
Non-budgetary					
	111,411	132,981	137,188	144,901	156,848
	322	328	330	332	334

Memo:  
Receipts credited to the consolidated revenue fund

Instruction page 2.14





Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

SUBJECT  
PROGRAMME  
ACTIVITÉ  
SUJET

Program Manpower by Activity

Issued Nov. 1970

☒ A BUDGET - BUDGET A  
☐ B BUDGET - BUDGET B

DESCRIPTION	PY - AP			CY - AC			NY - NA			NY+1 - NA+1	NY+2 - NA+2
	Continuing employees Man-years (Strength)	Casuals and others - Man-Years	Total Man-Years	Continuing employees Man-years (Strength)	Casuals and others - Man-Years	Total Man-Years	Continuing employees Man-years (Strength)	Casuals and others - Man-Years	Total Man-Years	Total Man-Years	Total Man-Years
	Employés en service continu - Années - Hommes & (effectif)	Employés occasionnels et autres - Années - Hommes	Total Années - Hommes	Employés en service continu - Années - Hommes & (effectif)	Employés occasionnels et autres - Années - Hommes	Total Années - Hommes	Employés en service continu - Années - Hommes & (effectif)	Employés occasionnels et autres - Années - Hommes	Total Années - Hommes	Total Années - Hommes	Total Années - Hommes
Enforcement of Federal Statutes and Exec. ....	X,XXX (X,XXX)	XX	X,XXX	X,XXX (X,XXX)	XX	X,XXX	X,XXX (X,XXX)	XX	X,XXX	X,XXX	X,XXX
National Police Service	XXX (XXX)	XX	XXX	XXX (XXX)	XX	XXX	XXX (XXX)	XX	XXX	XXX	XXX
Police Services Under Contract	5,813 (5,875)	87	5,900	6,196 (6,280)	98	6,294	6,627 (6,718)	105	6,732	7,128	7,501
Support Services	XXX (XXX)	XX	XXX	XXX (XXX)	XX	XXX	XXX (XXX)	XX	XXX	XXX	XXX
Administration	XXX (XXX)	XX	XXX	XXX (XXX)	XX	XXX	XXX (XXX)	XX	XXX	XXX	XXX
Revolving Fund (where applicable)	12,500 (12,875)	200	12,700	13,201 (13,700)	230	13,431	13,949 (14,457)	251	14,200	14,930	15,635
	XXX (XXX)	XX	XXX	XXX (XXX)	XX	XXX	XXX (XXX)	XX	XXX	XXX	XXX
	12,500 (12,875)	200	12,700	13,201 (13,700)	230	13,431	13,949 (14,457)	251	14,200	14,930	15,635

Instruction page 2.14



Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

<input type="checkbox"/>	CAPITAL BUDGET - BUDGET D'INVESTIS.
<input checked="" type="checkbox"/>	A BUDGET - BUDGET A
<input type="checkbox"/>	B BUDGET - BUDGET B
<input type="checkbox"/>	X BUDGET - BUDGET X

Issued Nov. 1970

Program Memorandum (Page 1 of 4)

Instruction page 2.15

OBJECTIVES

"Unchanged from Current Year Estimates"

DESCRIPTION

"Unchanged from Current Year Estimates"

MAJOR CURRENT ISSUES

ENFORCEMENT OF FEDERAL STATUTES AND EXECUTIVE ORDERS

1. Drug Enforcement

Drug abuse continued to increase in Canada, not only in numbers, but also in the type of drugs being abused. Today, the most commonly abused drug is Cannabis, closely followed by the hallucinogenics (L.S.D., S.T.P., D.M.T., D.E.T.) and the Controlled Drugs, particularly, amphetamine (speed). The abuse of the opiates has not changed much during the past five years, except that the new addicts encountered today are somewhat younger and appear to come from the hippie subculture. Generally, these addicts have progressed through the whole spectrum of drug abuse and are not either multiple drug users or opiate addicts. With respect to Cannabis abuse, the problem has deteriorated by the fact that Marijuana is no longer the preferred form of the drug, but has been replaced by Hashish.

2. White Collar Crime (Commercial Fraud)

The R.C.M.P. Commercial Fraud programme became operational on November 1, 1967 with the establishment of specialized units at strategic locations throughout Canada. These sections specialize in the investigation of business oriented crimes with particular





Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

PAGE 3.23

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

Program Memorandum (Page 2 of 4)

<input type="checkbox"/>	CAPITAL BUDGET - BUDGET A
<input checked="" type="checkbox"/>	A BUDGET - BUDGET A
<input type="checkbox"/>	B BUDGET - BUDGET B
<input type="checkbox"/>	X BUDGET - BUDGET X

Issued Nov. 1970

emphasis on fraudulent bankruptcies and fraudulent securities promotions. These units are well accepted by the public. It is evident that they are effective. Each unit is staffed with a blend of talents comprising native ability, legal and accounting expertise. Their role is limited to areas of federal responsibility including not only federal frauds but securities law enforcement where the Government of Canada has agreed to assist the provinces by means of fraud investigation squads.

3. Preventive Service Enforcement

NATIONAL POLICE SERVICES

1. Canadian Police Information Centre

2. Ampex

The R.C.M.P. Single Fingerprint Section, has, since its establishment in 1911 as the Canadian Criminal Identification Bureau, formed the nucleus of the Identification Branch which is part of the National Police Services. It has developed over the years as a central repository of criminal fingerprints and criminal records to which all police forces in Canada contribute and from which they draw information.

The Ampex Corporation has developed an Automated Video File System to replace the manual system for filing criminal fingerprints. The Automated System will improve the response time in the provision of criminal fingerprints and criminal records to authorized law enforcement



PROGRAM  
PROGRAMME

Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

PAGE 3.25

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

Program Memorandum (Page 3 of 4)

Issued Nov. 1970

☐ CAPITAL BUDGET - BUDGET D'INVESTIS.

☒ A BUDGET - BUDGET A

☐ B BUDGET - BUDGET B

☐ X BUDGET - BUDGET X

Agencies, courts and penal institutions. The present antiquated manual system has to be automated as the current classification, searching and identification of prints is both costly and time consuming. A further objective is to minimize conversion of costs which will continue to increase with the growth of the Single Fingerprint Bureau. The current criminal index consists of 1 million fingerprints which is expected to quadruple in the next 25 years.

#### POLICE SERVICES UNDER CONTRACT

The R.C.M.P. has contracts for policing all provinces (except Ontario and Quebec) and 146 municipalities. The provinces will pay 46% of these costs for 1971-72; under existing contracts their share of costs will rise at 1% per year to 50% in 1975-76. The municipalities pay 50% of shared costs for the first 5 men and 75% for any number over five. In addition, they provide accommodation, pay for police car mileage and in some instances provide stenographic help.

#### SUPPORT SERVICES

##### 1. Air Services

The Force will continue to provide the essential air support services from 16 strategic locations across Canada.





Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

☐ CAPITAL BUDGET - BUDGET D'INVESTIS.

☒ A BUDGET - BUDGET A

☐ B BUDGET - BUDGET B

☐ X BUDGET - BUDGET X

Issued Nov. 1970

Program Memorandum (Page 4 of 4)

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

2. Police Training

All Regular Members of the Force must undergo Recruit Training which now encompasses one year and consists of six months Basic Recruit Training at "Depot" Division and six months Recruit Field Training, the latter being on-the-job training conducted at selected field detachments where recruits are functional policemen. Subsequent training involves attendance at a progressive series of decentralized and centralized courses of both an operational and developmental nature. An active program to encourage members and employees to upgrade their educational qualifications and meet work needs through evening and correspondence courses, and a university training program, are being pursued. Impetus is presently being given to the development of a course for executive police personnel in the context of a National Police College.



Law Enforcement

DEPARTMENT SOLICITOR GENERAL  
MINISTÈRE R.C.M.P.

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUIET

Program Personnel Costs (Page 1 of 2)

Issued Nov. 1971

<input type="checkbox"/>	CAPITAL BUDGET - BUDGET D'INVESTIS.
<input checked="" type="checkbox"/>	A BUDGET - BUDGET A
<input type="checkbox"/>	B BUDGET - BUDGET B
<input type="checkbox"/>	X BUDGET - BUDGET X

ADJUSTED  
FOR %  
RECLASS.  
& ANNUAL  
INCREMENT  
FOR NY

ADJUSTMENT TO  
RATE FOR SIGNED  
AGREEMENTS  
NEW  
RATE

CY SALARY RATE  
PER COL. 4  
MAIN ESTIMATES

CATEGORY & GROUP

(1)

(2)

(3)

(4)

SCIENTIFIC AND PROFESSIONAL

Actuarial Sciences

19,206

1.25

19,446

19,641

ADMINISTRATIVE & FOREIGN SERVICE

Administrative Services  
Financial Administration  
Information Services

13,275  
15,708  
13,260

-  
-  
-

13,275  
15,708  
13,260

13,408  
15,865  
13,393

ADMINISTRATIVE SUPPORT

Clerical Regulatory  
Secretarial, Stenographic, etc.

6,487  
5,010

19.09  
19.09

7,725  
5,966

7,802  
6,026

OPERATIONAL

General Labour & Trades  
General Services

8,241  
5,998

-  
-

8,241  
5,998

8,323  
6,058

Instructions page 215





Law Enforcement

DEPARTMENT SOLICITOR GENERAL  
MINISTÈRE R.C.M.P.

<input type="checkbox"/>	CAPITAL BUDGET - BUDGET D'INVESTIS.
<input checked="" type="checkbox"/>	A BUDGET - BUDGET A
<input type="checkbox"/>	B BUDGET - BUDGET B
<input type="checkbox"/>	X BUDGET - BUDGET X

Issued Nov. 1971

Program Personnel Costs (Page 2 of 2)

CATEGORY & GROUP	ADJUSTMENT FOR GENERAL INCREASES NOT COVERED BY AGREEMENT		EXPECTED MAN-YEARS NY (7)	FORECAST TOTAL SALARY NY (8)
	%	NEW		
		RATE (6)		
SCIENTIFIC AND PROFESSIONAL Actuarial Sciences	3.75	20,377	15	305,655
ADMINISTRATIVE & FOREIGN SERVICE Administrative Services	18.66	15,910	34	540,940
Financial Administration	18.66	18,825	22	414,150
Information Services	18.66	15,892	4	63,568
ADMINISTRATIVE SUPPORT Clerical Regulatory	3.33	8,062	130	1,048,060
Secretarial, Stenographic, etc.	2.50	6,177	105	648,585
OPERATIONAL General Labour & Trades	12.09	9,329	12	111,948
General Services	7.63	6,520	4	26,080
Sub-total			14,200	121,452,600
Overtime				550,000
Other Personnel Costs				1,695,000
TOTAL PERSONNEL COSTS				123,697,600



Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

Program Revenue Summary

Issued Nov. 1970

☒ A BUDGET - BUDGET A  
☐ B BUDGET - BUDGET B

\$ (000's)

DESCRIPTION	PV - AP	CY - AC	NY - NA	NY + 1 - NA + 1	NY + 2 - NA + 2
REVENUE CREDITED TO THE VOTE					
	X,XXX 33,092	X,XXX 36,696	X,XXX 41,522	X,XXX 46,606	X,XXX 52,126
	XXX	XXX	XXX	XXX	XXX
	34,582	38,286	43,171	48,324	53,877
REVENUE TO THE CONSOLIDATED REVENUE FUND					
"Miscellaneous" Revenue*	XXX	XXX	XXX	XXX	XXX
National Police Service	XXX	XXX	XXX	XXX	XXX
Administration	322	328	330	332	334
<p>* The sources of these miscellaneous revenues are:</p> <ul style="list-style-type: none"> <li>- Officers' Pension Contributions,</li> <li>- Refund of Provincial Gasoline Tax,</li> <li>- Receipts from Other Federal Departments,</li> <li>- etc.</li> </ul>					

Instruction page 2.16





PROGRAM  
PROGRAMME

Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

PAGE 3.35

ACTIVITY  
ACTIVITÉ

Police Services Under Contract

☒ A BUDGET - BUDGET A  
☐ B BUDGET - BUDGET B  
☐ X BUDGET - BUDGET X

Activity A Budget Derivation (Page 1 of 2)

Issued Nov. 1970

DESCRIPTION	PY - AP \$(000's)	CY - AC \$(000's)		NY - NA \$(000's)		NY+1 - NA+1 \$(000's)		NY+2 - NA+2 \$(000's)	
		MAN-YEARS ANNÉES-HOMMES		MAN-YEARS ANNÉES-HOMMES		MAN-YEARS ANNÉES-HOMMES		MAN-YEARS ANNÉES-HOMMES	
PY Budgetary Expenditure Forecast (NET)	29,358								
CY MAIN ESTIMATES									
Gross Budgetary Estimates		69,562							
Less: Capital		(4,546)							
Revenue Credited to the Vote		(36,137)							
NET CY BUDGETARY ESTIMATES EXCLUDING CAPITAL		28,879	6,294	28,879	6,294	28,879	6,294	28,879	6,294
ADD (DEDUCT)									
1. Anticipated PY Final Supplementary Estimates - 5 new municipal agreements		275	25	380	25	385	25	391	25
2. Cabinet Decisions - Narcotics Information Services		800	55	1,050	55	1,148	59	1,479	70
3. General Salary Increases		-	-	2,832	-	5,806	-	8,929	-
4. Allowance for Promotions, Reclassifications and merit increases		-	-	566	-	1,139	-	1,716	-
5. Specific Price Increases - Rental of buildings and increase in printing rates		-	-	220	-	240	-	260	-
Carried forward		29,954	6,374	33,927	6,374	37,597	6,378	41,654	6,389

Instruction page 2.17



Law Enforcement

Police Services Under Contract

Activity A Budget Derivation (Page 2 of 2)

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

Issued Nov. 1970

<input checked="" type="checkbox"/>	A BUDGET -- BUDGET A
<input type="checkbox"/>	B BUDGET -- BUDGET B
<input type="checkbox"/>	X BUDGET -- BUDGET X

DESCRIPTION	PY - AP \$(000's)	CY - AC \$(000's)	NY		NY+1 - NA-1		NY+2 - NA+2	
			\$(000's)	MAN-YEARS ANNÉES- HOMMES	\$(000's)	MAN-YEARS ANNÉES- HOMMES	\$(000's)	MAN-YEARS ANNÉES- HOMMES
Brought forward		29,954	33,927	6,374	37,597	6,378	41,654	6,389
6. Workload Increase - To continue the present level of service in accordance with the terms of the eight Provincial and 146 Municipal Agreements		-	2,752	198	5,905	407	9,335	609
7. Workload Increase - To sustain highway accident rate in R.C.M.P. jurisdiction		-	2,847	175	5,799	358	8,928	518
8. Contract cancelled - 2 municipalities		-	( 290)	( 15)	( 290)	( 15)	( 290)	( 15)
9. Increase in Revenue credited to the vote because of increased costs of contracts		( 559)	(5,385)	-	(10,469)	-	(15,989)	-
TOTAL A BUDGET EXCLUDING CAPITAL		29,395	33,851	6,732	38,542	7,128	43,638	7,501
10. A BUDGET CAPITAL		4,546	2,387	xx	2,535	x	2,736	-
TOTAL "A" BUDGET (BUDGETARY)		33,941	36,238	6,732	41,077	7,128	46,374	7,501
NON-BUDGETARY ITEMS (LIA'S)								
(Detail here, where applicable)								





PROGRAM  
PROGRAMME

Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

PAGE 3.39

ACTIVITY  
ACTIVITÉ

Police Services Under Contract

CAPITAL BUDGET - BUDGET D'INVESTIS.

A BUDGET - BUDGET A

B BUDGET - BUDGET B

X BUDGET - BUDGET X

Issued Nov. 1970

Activity A Budget Derivation - Supporting Narratives (Page 1 of 4)

SUBJECT  
SUJET

1. Five towns have been pressing the RCMP to take-over under contract the responsibility for policing. Two are in the Province of xxx and the three others are in the Province of xxx. The Commissioner anticipates entering into contracts with these five municipalities for a term of five years commencing January 1, 1971. They will require five continuing full-time man-years each for the period of this forecast. This matter has been submitted to the Treasury Board for approval. Temporary financing from the Contingencies Vote of some \$85,000 may be required if these contracts are approved by the Board in PY, and an early Supplementary Estimates of \$275,000 will be required in CY because no provisions were made in CY Main Estimates for this item.

2. This is the specific commitment made by Cabinet in its decision of November x, 1970 with regard to Narcotics Information Services to be provided by the RCMP to other levels of government, i.e., provincial and municipal. Approximately 52% of these additional costs will be recovered from the Provinces and Municipalities under policing contract with the RCMP. The balance of costs will represent the federal's share for this service. The additional manpower required to implement this decision in NY is 55 continuing full-time man-years.

The Cabinet decision does not come into effect until CY and will require to be submitted in supplementary Estimates of CY for \$800,000 and 55 man-years. These costs will increase to an amount of \$1,479,000 and 70 continuing full-time man-years in NY + 2 as follows:

Instruction page 2.18

	CY	NY	NY+1	NY+2
Salaries	xxx	xxx	xxx	xxx
Travel	xxx	xxx	xxx	xxx
Printing	xxx	xxx	xxx	xxx
Postage	xxx	xxx	xxx	xxx
Supplies	xxx	xxx	xxx	xxx
	\$800,000	\$1,050,000	\$1,148,000	\$1,479,000



PROGRAM  
PROGRAMME

Law Enforcement

ACTIVITY  
ACTIVITÉ

Police Services Under Contract

SUBJECT  
SUIJET

Activity A Budget Derivation - Supporting Narratives  
(Page 2 of 4)

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

Issued Nov. 1970

PAGE 3.41

☐ CAPITAL BUDGET - BUDGET D'INVESTIS.

☒ A BUDGET - BUDGET A

☐ B BUDGET - BUDGET B

☐ X BUDGET - BUDGET X

3 & 4 In all cases the 5% allowance for general salary increases and the 1% allowance for promotions, reclassifications and merit increases were used for members of the Force and for public service employees in accordance with Treasury Board direction in the Program A budget call letter of October xx, 19xx. These rates were used for the three years NY to NY + 2 basing the calculations on the Personnel Costing schedule supporting CY Main Estimates.

5. Many lease-rentals will expire in the forecast period NY to NY + 2. The lease-rental method of securing accommodation is proving to be very beneficial as it obviates a large capital outlay in any one year for the construction of our own buildings. Lease-rentals cover some of the buildings required as Division Headquarters, Sub-Division Headquarters, Detachments, as well as other miscellaneous requirements such as radio sites, training and lecture facilities, storage buildings, etc.

It is intended to continue this method of securing accommodation by renewing those leases that will expire in the forecast period. Anticipated increases in cost of renewal, based on (some known factors) and past experience will be

	<u>NY</u>	<u>NY+1</u>	<u>NY+2</u>
	\$200,000	\$220,000	\$240,000

Another price increase factor involves the announced 25% increase in the CGPB printing rates effective April 1, NY. Since it is estimated that this activity will have about \$80,000 worth of printing done at the Printing Bureau during the CY, an additional \$20,000 is forecast for each of NY to NY+2.





PROGRAM  
PROGRAMME

Law Enforcement

ACTIVITY  
ACTIVITÉ

Police Services Under Contract

SUBJECT  
SUJET

Activity A Budget Derivation Supporting Narratives  
(Page 3 of 4)

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

Issued Nov. 1970

<input type="checkbox"/>	CAPITAL BUDGET -- BUDGET D'INVESTIS.
<input checked="" type="checkbox"/>	A BUDGET -- BUDGET A
<input type="checkbox"/>	B BUDGET -- BUDGET B
<input type="checkbox"/>	X BUDGET -- BUDGET X

6. Provincial Contracts

This is the normal unavoidable increase to sustain the existing level of service based on case load, clearance rate and overtime in the eight contract Provinces, thereby fulfilling contractual obligations. Crime statistics, population growth, vehicle registration and other performance indicators demand the deployment of adequate resources in order that the Force may fulfil its contractual obligations. The forecast projects the following increases for the next 3 years for the General Detachment Policing element of this activity:

	Man-Years	(\$000's)
NY	xxx	x.xxx
NY+1	xxx	x.xxx
NY+2	xxx	x.xxx
	xxx	x.xxx

Municipal Contracts

The requested increase in resources will permit retention of the present ratio of RCMP to population, namely, 1 to 950, whereas the accepted ratio in most Canadian Municipal Police Forces is 1 to 750; also to sustain the existing level of service based on case load, clearance rate and overtime in the 149 Contract Municipalities, thereby fulfilling our contractual obligations. The explanation of increased requirements is also based on the steadily increasing Criminal Code burden. The forecast projects the following increases during the next 3 years for the municipal policing element of this activity:

	Man-Years	(\$000's)
NY	xxx	x.xxx
NY+1	xxx	x.xxx
NY+2	xxx	x,xxx
	xxx	x,xxx



PROGRAM  
PROGRAMME  
ACTIVITY  
ACTIVITÉ  
SUBJECT  
SUJET

Law Enforcement

Police Services Under Contract

Activity A Budget Derivation - Supporting Narratives  
(Page 4 of 4)

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

Issued Nov. 1970

PAGE 3.45

CAPITAL BUDGET -- BUDGET D'INVESTIS.

A BUDGET -- BUDGET A

B BUDGET -- BUDGET B

X BUDGET -- BUDGET X

The increases outlined above are minimum requirements to maintain the existing level of service in municipalities under contract. Any lesser amount of resources may result in declining rate of clearance and create undesirable crime conditions, not consistent with the high standard of service and performance expected of the Force.

7. Highway Patrol

This is the unavoidable increased resources required in NY to NY+2 in order to sustain the highway accident rate in the RCMP jurisdiction. The projected A budgets for the "Highway Patrol" element for NY shows an increase of \$2,847,000 and 175 man-years from CY amounts: whereas that for NY+2 shows an increase of \$3,129,000 and 160 man-years from the NY+1 forecast amounts. The salary content of this element varies from 89% in CY to 82% in NY+2.

8. Two towns, one in the Province of xxx and the other in the Province of xxx have hired their own police forces, relieving the RCMP of the responsibility for policing under contract. This represents a net reduction of costs of \$290,000 and 15 man-years in NY through NY+2.

9. The average recoveries from both the Provinces and Municipalities under contract are 52% of the costs incurred in policing. These increased recoveries in NY to NY+2 therefore represent 52% of the net increased costs involved in Notes 1 to 8, above.

10. These are the amounts provided for as A Capital in the Capital Budget prepared as at the quarter ended 31 December 1970. Explanations of each project making up these amounts are given in the Capital Budget. \*

\*(Note: Where there is no requirement for a separate Capital budget submission but there are ongoing capital requirements, details of these will be shown in the "Activity A Budget Derivation" schedule and they will be explained here.)





Law Enforcement

Police Services Under Contract

Activity Summary

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

Issued Nov. 1970

☒ A BUDGET - BUDGET A  
☐ B BUDGET - BUDGET B

\$ (000's)

DESCRIPTION	PY - AP	CY - AC	NY - NA	NY + 1 - NA + 1	NY + 2 - NA + 2
OPERATING EXPENDITURES					
General Detachment Policing	38,855	44,439	48,579	53,395	58,575
Municipal Policing	12,177	13,674	15,489	17,039	18,650
Highway Patrol	7,310	7,978	11,305	14,714	18,539
Revenue Credited to the Vote	58,342	66,091	75,373	85,148	95,764
	33,092	36,696	41,522	46,606	52,126
	25,250	29,395	33,851	38,542	43,638
CAPITAL EXPENDITURES					
A Capital Budget (note 1)	4,108	4,546	2,387	2,535	2,736
GRANTS AND CONTRIBUTIONS (where applicable)	(Note 2)	xxxx	xxxx	xxxx	xxxx
Total CY Main Estimates Add (Deduct)	-	xxxx	xxxx	xxxx	xxxx
(List the changes in grants and contributions that are being requested, showing the CY amount in brackets in the description column where applicable)					
NET BUDGETARY	xxxx	xxxx	xxxx	xxxx	xxxx
	29,358	33,941	36,238	41,077	46,374
LOANS, INVESTMENTS AND ADVANCES (NON-BUDGETARY)					
(List where applicable)	xxxx	xxxx	xxxx	xxxx	xxxx
NOTES					
(1) Single line entry - Refer to paragraph 60 of Chapter 2.					
(2) This is the total amount of the grants and contributions forecast for PY.					

Instruction page 2.19



PROGRAM  
PROGRAMME

Law Enforcement

ACTIVITY  
ACTIVITÉ

Police Services Under Contracts

SUBJECT  
SUJET

Activity Manpower

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

Issued Nov. 1970

☒ A BUDGET — BUDGET A  
☐ B BUDGET — BUDGET B

DESCRIPTION	PY - AP			CY - AC			NY - NA			NY+1 - NA+1	NY+2 - NA+2
	Continuing employees Man-years (Strength)	Casuals and others Man-Years	Total Man-Years	Continuing employees Man-years (Strength)	Casuals and others Man-Years	Total Man-Years	Continuing employees Man-years (Strength)	Casuals and others Man-Years	Total Man-Years	Total Man-Years	Total Man-Years
	<i>Employés en service continu — Années — Hommes &amp; (affectif)</i>	<i>Employés occasionnels et autres — Années — Hommes</i>	<i>Total Années — Hommes</i>	<i>Employés en service continu — Années — Hommes &amp; (affectif)</i>	<i>Employés occasionnels et autres — Années — Hommes</i>	<i>Total Années — Hommes</i>	<i>Employés en service continu — Années — Hommes &amp; (affectif)</i>	<i>Employés occasionnels et autres — Années — Hommes</i>	<i>Total Années — Hommes</i>	<i>Total Années — Hommes</i>	<i>Total Années — Hommes</i>
General Detachment Policing	3,710 (3,737)	55	3,765	3,934 (3,978)	61	3,995	4,112 (4,160)	65	4,177	4,315	4,458
Municipal Policing	1,377 (1,398)	20	1,397	1,498 (1,522)	23	1,521	1,577 (1,603)	25	1,602	1,677	1,747
Highway Patrol	726 (740)	12	738	764 (780)	14	778	938 (955)	15	953	1,136	1,296
Construction Personnel (where applicable)	5,813 (5,875)	87	5,900	6,196 (6,280)	98	6,294	6,627 (6,718)	105	6,732	7,128	7,501
	<i>xx (xx)</i>	<i>xx</i>	<i>xx</i>	<i>xx (xx)</i>	<i>xx</i>	<i>xx</i>	<i>xx (xx)</i>	<i>xx</i>	<i>xx</i>	<i>xx</i>	<i>xx</i>
	5,813 (5,875)	87	5,900	6,196 (6,280)	98	6,294	6,627 (6,718)	105	6,732	7,128	7,501

Instruction page 2.20





Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

PAGE 3.51

Police Services Under Contract

PROGRAM  
PROGRAMME

Activity Memorandum

ACTIVITY  
ACTIVITÉ

Issued Nov. 1970

<input type="checkbox"/>	CAPITAL BUDGET - BUDGET D'INVESTIS.
<input checked="" type="checkbox"/>	A BUDGET - BUDGET A
<input type="checkbox"/>	B BUDGET - BUDGET B
<input type="checkbox"/>	X BUDGET - BUDGET X

NATURE OF ACTIVITY

(A factual description of the work in the activity is to be given, elaborating on the activity description appearing in Main Estimates)

BASIS IN LAW

(The name of the statute or statutes that require or permit this activity is to be shown here. More than the name of the act is required; there should be a statement that shows how the activity follows from some provision of the act. In instances where regulations provide the basis for the existence of an activity these should be named and their relevance made clear)

GEOGRAPHICAL DISTRIBUTION OF OPERATIONS

(State whether the operation is one carried on entirely at a headquarters. If it is not, the locations of operations should be stated and the nature of the regional operations distinguished from the nature of headquarters operations.)

SEASONAL WORKLOAD PATTERN (where applicable)

(If there is a significant seasonal variation to the work of the activity, it should be described and the reason for the seasonality explained when the reason is not self-evident.)

Instruction page 2.20









Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

Program X Budget (Page 1 of 2)

Issued Nov. 1970

<input type="checkbox"/>	A BUDGET	BUDGET A
<input type="checkbox"/>	B BUDGET	BUDGET B
<input checked="" type="checkbox"/>	X BUDGET	BUDGET X

DESCRIPTION	PY - AP \$(000's)	CY - AC \$(000's)	NY - NY		NY - 1		NY - 2	
			MAN-YEARS ANNÉES- HOMMES	\$(000's)	MAN-YEARS ANNÉES- HOMMES	\$(000's)	MAN-YEARS ANNÉES- HOMMES	MAN-YEARS ANNÉES- HOMMES
ENFORCEMENT OF FEDERAL STATUTES AND EXEC. ORDERS								
4 - Reduction in personnel through reduced recruiting		345	778	946	72	1,075	79	
SUB-TOTAL		345	778	946	72	1,075	79	
NATIONAL POLICE SERVICES								
4 - Reduction in personnel through reduced recruiting		150	270	305	20	412	26	
SUB-TOTAL		150	270	305	20	412	26	
POLICE SERVICES UNDER CONTRACT								
2 - Renegotiation of contracts to secure agreement of provinces to take over more police services or to reduce police to population ratios		-	2,500	2,765	217	2,952	226	
3 - Limit the extension of police services under contract only to municipalities with populations between 3,000 and 15,000 instead of the present program which covers municipalities with populations between 1,500 and 15,000.		-	1,246	1,375	103	1,496	107	
SUB-TOTAL		-	3,746	4,140	320	4,448	333	
CARRIED FORWARD		495	4,794	5,391	412	5,935	438	

Instruction Page 3.56



Law Enforcement

DEPARTMENT MINISTÈRE  
SOLICITOR GENERAL  
R.C.M.P.

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

<input type="checkbox"/>	A BUDGET - BUDGET A
<input type="checkbox"/>	B BUDGET - BUDGET B
<input checked="" type="checkbox"/>	X BUDGET - BUDGET X

Issued Nov. 1970

Program X Budget (Page 2 of 2)

DESCRIPTION	PY - AP \$(000's)	CY - AC		NV - NA		NV+1 - NA+1		NV+2 - NA+2	
		\$(000's)	MAN-YEARS ANNÉES- HOMMES	\$(000's)	MAN-YEARS ANNÉES- HOMMES	\$(000's)	MAN-YEARS ANNÉES- HOMMES	\$(000's)	MAN-YEARS ANNÉES- HOMMES
BROUGHT FORWARD		495		4,794	381	5,391	412	5,935	438
SUPPORT SERVICES		-		70	6	72	6	75	6
4 - Reduction in personnel		-		75	5	80	5	85	5
5 - Reduction in training costs									
7 - Cancel Air Services and resort to other means of transportation						270	10	287	11
SUB-TOTAL		-		145	11	422	21	447	22
ADMINISTRATION		-		500	35	505	35	510	35
1 - Disband Regimental Band		-		625	42	640	42	660	42
1 - Disband Musical Ride		-							
1 - Disband Remount Detachment - Pakenham, Ont.		-		35	2	36	2	37	2
SUB-TOTAL		-		1,160	79	1,181	79	1,207	79
PENSIONS AND OTHER BENEFITS (STATUTORY)									
6 - Adjustment to increase in pension cost with related reductions in personnel		35		375	-	470	-	518	-
SUB-TOTAL		35		375	-	470	-	518	-
TOTAL X BUDGET		520		6,474	471	7,464	512	8,107	539
APPROVED									
SOLICITOR GENERAL									





PROGRAM  
PROGRAMME  
ACTIVITY  
ACTIVITÉ  
SUBJECT  
SUJET

Law Enforcement

Program X Budget - Supporting Narratives  
(Page 1 of 2)

DEPARTMENT  
MINISTÈRE  
SOLICITOR GENERAL  
R.C.M.P.

PAGE 3.59

☐ CAPITAL BUDGET - BUDGET D'INVESTIS.  
☐ A BUDGET - BUDGET A  
☐ B BUDGET - BUDGET B  
☒ X BUDGET - BUDGET X

Issued Nov. 1970

1. Disband Regimental Band.....etc.

(a) Impact on the objectives of the program

These functions have a low priority in our Law Enforcement Program. Implementation of these disbandments would have very little effect on the objectives of the program.

(b) Impact on other programs

"NIL"

(c) Legislative implications

The Federal Cabinet authorized the formation of a permanent Regimental Band and Musical Ride in 1963. Remount Detachment at Pakenham, Ontario is the breeding ranch and is synonymous with the Musical Ride. Before implementation of these disbandments it is suggested that Cabinet authority would be required.

(d) Political feasibility

Man-years that would become surplus to requirements would otherwise continue to be required in the following areas.

NY	77	2	
NY+1	77	2	
NY+2	77	2	

Ottawa-Hull area:  
Pakenham, Ontario:

Instruction page 2.24



Law Enforcement

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL

R.C.M.P.

Issued Nov. 1970

PAGE 3.61

<input type="checkbox"/>	CAPITAL BUDGET - BUDGET D'INVESTIS.
<input type="checkbox"/>	A BUDGET - BUDGET A
<input type="checkbox"/>	B BUDGET - BUDGET B
<input checked="" type="checkbox"/>	X BUDGET - BUDGET X

Program X Budget - Supporting Narratives  
(Page 2 of 2)

2. Renegotiation of Provincial Contracts...

(a) Impact on the objectives of the program

(b) Impact on other programs

(c) Legislative implications

(d) Political feasibility

(This type of presentation would continue for each item listed in the "Program X Budget" schedule. Note that each item is to be ranked according to an ascending order of priority, e.g. number one has the lowest priority, etc....)





Law Enforcement

DEPARTMENT MINISTÈRE  
SOLICITOR GENERAL  
R.C.M.P.

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

Program Summary by Sub-Vote

Issued Nov. 1970

\$(000's)

☐ A BUDGET - BUDGET A  
☒ B BUDGET - BUDGET B

DESCRIPTION	PY - AP	CY - AC	NY - NA	NY + 1 - NA + 1	NY + 2 - NA + 2
(S) - Pensions and Other Benefits	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
20 - Operating Expenditures	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX
20 - Grants and Contributions	XX	X	X	X	X
25 - Capital Expenditures	XX,XXX	XX,XXX	X,XXX	X,XXX	X,XXX
20 - Receipts Credited to the Vote	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX
TOTAL BUDGETARY	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
L30 - Loans, Investments and Advances	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX
	-	-	XX	-	-

APPROVED

SOLICITOR GENERAL

Instruction page 2.26



Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

A BUDGET - BUDGET A		
<input checked="" type="checkbox"/>	B BUDGET - BUDGET B	
<input type="checkbox"/>	X BUDGET - BUDGET X	

Issued Nov. 1970

Program B Budget Proposals (Page 1 of 2)

DESCRIPTION	PY - AP	CY - AC	NY - NA		NY+1 - NA+1		NY+2 - NA+2	
	\$ (000's)	\$ (000's)	\$ (000's)	MAN-YEARS ANNÉES- HOMMES	\$ (000's)	MAN-YEARS ANNÉES- HOMMES	\$ (000's)	MAN-YEARS ANNÉES- HOMMES
ENFORCEMENT OF FEDERAL STATUTES..								
Operating Expenditures								
2. Drug Enforcement			XXX	XX	XXX	XX	XXX	XX
4. Organized Crime			XXX	XX	XXX	XX	XXX	XX
3. Security and Intelligence			XXX	XX	XXX	XX	X,XXX	XXX
10. B Budget Capital			X,XXX	-	X,XXX	-	X,XXX	-
Sub-Total			X,XXX	XXX	X,XXX	XXX	X,XXX	XXX
NATIONAL POLICE SERVICES								
Operating Expenditures								
7. To improve response time in Crime Labs and Criminal Indices			XXX	XX	XXX	XX	XXX	XX
1. To further the implementation of Canadian Police Information Centre			XXX	XX	XXX	XX	XXX	XX
11. B Budget Capital			X,XXX	XXX	X,XXX	XXX	X,XXX	XXX
Sub-Total			X,XXX	XXX	X,XXX	XXX	X,XXX	XXX
POLICE SERVICES UNDER CONTRACT								
Operating Expenditures								
5. Extension of Provincial Contract Services			200	15	210	15	225	15
6. Extension of Municipal Contract Services			150	8	155	8	160	8
Revenue Credited to Vote			(182)	XX	(190)	XX	(200)	XX
6. Increase in revenue due to extension of above contracts			2,700		2,900		2,750	
12. B Budget Capital			2,868	XX	3,075	XX	2,935	XX
Sub-Total			X,XXX	XXX	X,XXX	XXX	X,XXX	XXX
Carried forward								

Instruction page 2.326



PROGRAM FORECAST 19XX-XX  
PRÉVISIONS DE PROGRAMMES

# Law Enforcement

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

SOLICITOR GENERAL  
R.C.M.P.

DEPARTMENT  
MINISTÈRE

PAGE 3.67

Issued Nov. 1970

## Program B Budget Proposals (Page 2 of 2)

<input type="checkbox"/>	A BUDGET - BUDGET A
<input type="checkbox"/>	B BUDGET - BUDGET B
<input checked="" type="checkbox"/>	X BUDGET - BUDGET X

DESCRIPTION	PV - AP		CY - AC		NY - NA		NY+1 - NA+1		NY+2 - NA+2	
	\$ (000's)	\$ (000's)	\$ (000's)	\$ (000's)	MAN-YEARS ANNÉES- HOMMES	\$ (000's)	MAN-YEARS ANNÉES- HOMMES	\$ (000's)	MAN-YEARS ANNÉES- HOMMES	MAN-YEARS ANNÉES- HOMMES
Brought forward				X,XXX	XXX	X,XXX	XXX	X,XXX	XXX	XXX
SUPPORT SERVICES										
Operating Expenditures										
University Training -					XX	XXX	XX	XXX	XX	XX
Implementation of Royal					XX	X,XXX	XX	X,XXX	XX	XX
Commission on Security										
Budget Capital										
Grants and Contributions										
Canadian Association of Chiefs										
of Police (CY estimates:										
\$1,000.)										
Sub-Total				X,XXX	XXX	X,XXX	XXX	X,XXX	XXX	XXX
ADMINISTRATION										
B Budget Capital										
PENSIONS AND OTHER BENEFITS										
Operating Expenditures										
Increase resulting from the										
above proposals										
TOTAL PROGRAM B BUDGET				X,XXX	XXX	X,XXX	XXX	X,XXX	XXX	XXX





## Program B Budget Proposals - Supporting Narratives (Page 1 of 2)

☐ CAPITAL BUDGET -- BUDGET D'INVESTIS.☐ A BUDGET -- BUDGET A☒ B BUDGET -- BUDGET B☐ X BUDGET -- BUDGET X1. To further the implementation of Canadian Police Information Centre

The Federal Provincial Conference on Organized Crime in 19xx recognized that there existed a serious problem in the fragmentation of police information across Canada. With the escalating crime rate and the increased mobility of criminals it was evident that each Police Department's records should be centrally located and that a computer would provide the most efficient method for filing and retrieving documented information.

By late 19xx the C.P.I.C. equipment components, consisting of duplicate computers and fast storage retrieval devices, will permit direct enquiry on the following files; motor vehicles - stolen and suspect; wanted persons and suspected persons; criminal name indices; and criminal records initially with subsequent implementation of files and stolen property, physical descriptions, criminal characteristics, firearm registration and security and stock fraud data.

One of the primary goals of the R.C.M.P. during 1972-73 is the continued development of an automated police information retrieval system. In August 19xx, the Treasury Board granted approval in principle to establish a computer complex to be known as the Canadian Police Information Centre.

The objectives of this centre are to improve the effectiveness of Canadian Law Enforcement operations through the more expeditious correlation and dissemination of documented police information and, by improving law enforcement efforts, to reduce crime through an increased risk of detection.

The rapid accessibility of pertinent information is vital to successful law enforcement operations. The Canadian Police Information Centre will provide immediate access via keyboard terminals and telecommunications to the police across Canada to a centralized pool of pertinent data on crime and criminals. This facility will produce additional benefits by:

- (a) reducing the peril to police officers on the scene;
- (b) reducing the duplication of information held at all levels of police operations;
- (c) improving the crime solution rate;
- (d) improvement in preventative policing operations;
- (e) advancing the administrative and crime detection laboratory operations of the Force.

Investment - page 2.26



PROGRAM  
PROGRAMME

Law Enforcement

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUIJET

DEPARTMENT  
MINISTÈRE  
SOLICITOR GENERAL  
R.C.M.P.

Issued Nov. 1970

Program B Budget Proposals - Supporting Narratives (Page 2 of 2)

PAGE 3.71

<input type="checkbox"/>	CAPITAL BUDGET -- BUDGET D'INVESTIS.
<input type="checkbox"/>	A BUDGET -- BUDGET A
<input checked="" type="checkbox"/>	B BUDGET -- BUDGET B
<input type="checkbox"/>	X BUDGET -- BUDGET X

1. To further the implementation of Canadian Police Information Centre (Cont'd)

It is suggested that this item falls within the broad expenditure guidelines set by Cabinet, i.e. "National Unity Security" which was communicated to us in T.B. Letter xx March 19xx.

2. Drug Enforcement

3. Security and Intelligence

TO

15. Grant to Canadian Association of Chiefs of Police





Law Enforcement

DEPARTMENT  
MINISTÈRE

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

Program Summary by Activity

Issued Nov. 1970

\$(000's)

☐ A BUDGET - BUDGET A  
☒ B BUDGET - BUDGET B

DESCRIPTION	PY - AP	CY - AC	NY - NA	NY+1 - NA+1	NY+2 - NA+2
ENFORCEMENT OF FEDERAL STATUTES AND EXECUTIVE ORDERS					
Net Budgetary	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
NATIONAL POLICE SERVICE					
Net Budgetary	X,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
POLICE SERVICES UNDER CONTRACT					
Net Budgetary	29,358	33,941	39,106	44,152	49,309
SUPPORT SERVICES					
Net Budgetary	X,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
ADMINISTRATION					
Net Budgetary	X,XXX	XX,XXX	X,XXX	X,XXX	X,XXX
Non-budgetary	-	-	50	-	-
Total	X,XXX	XX,XXX	X,XXX	X,XXX	X,XXX
PENSIONS AND OTHER BENEFITS (STATUTORY)					
Budgetary (not costed to activities)	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
TOTAL PROGRAM					
Net Budgetary	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX
Non-budgetary	-	-	50	-	-
	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX
Memo:					
Deduct: Receipts credited to the consolidated revenue fund	XXX 10,252	XXX 10,977	XXX 12,294	XXX 12,453	XXX 13,545
Add: Services provided without charge	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX
TOTAL NET PROGRAM COST					

Instruction page 2.29



Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

ACTIVITY  
ACTIVITÉ  
SUBJECT  
SUJET

Program Revenue Summary

Issued Nov. 1970

☐ A BUDGET - BUDGET A  
☒ B BUDGET - BUDGET B

\$ (000's)

DESCRIPTION	PY - AP	CY - AC	NY - NA	NY + 1 - NA + 1	NY + 2 - NA + 2
REVENUE CREDITED TO THE VOTE  Enforcement of Federal Statutes and Exec. Orders Police Services Under Contract Support Services	X,XXX 33,092 XXX	X,XXX 36,696 XXX	X,XXX 41,704 XXX	X,XXX 46,796 XXX	X,XXX 52,326 XXX
	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
REVENUE TO THE CONSOLIDATED REVENUE FUND  "Miscellaneous" Revenue* National Police Service Administration	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX

- \* The sources of these miscellaneous revenues are:
- Officers' Pension Contributions,
  - Refund of Provincial Gasoline Tax,
  - Receipts from Other Federal Departments,
  - etc.

Instruction page 2.28



Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

ACTIVITY  
ACTIVITÉ

Issued Nov. 1970

☐ A BUDGET - BUDGET A  
☒ B BUDGET - BUDGET B

Program Services Provided Without Charge

SUBJECT  
Sujet

\$(000's)

DESCRIPTION	PY - AP	CY - AC	NY - NA	NY + 1 - NA + 1	NY + 2 - NA + 2
<b>FINANCIAL</b>					
Department of Public Works					
Accommodation					
Dept. of Supply & Services-Cheque Issue Service	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
Treasury Board	XXX	XXX	XXX	XXX	XXX
Contribution to superannuation account	XXX	XXX	XXX	XXX	XXX
Employee surgical-medical insurance premiums	XXX	XXX	XXX	XXX	XXX
Department of Labour					
Employee compensation payments	X	X	X	X	X
Post Office					
Carrying of franked mail	XX	XX	XX	XX	XX
This Department					
Accommodation	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
	10,252	10,977	12,294	12,453	13,545
<b>MEASURES OF VOLUME</b>					
Department of Public Works					
Square footage of accommodation provided	720,000	800,000	810,000	810,000	815,000
Dept. of Supply & Services-Cheque Issue Service	500,000	510,000	520,000	530,000	540,000
No. of financial transactions processed	10%	10%	10%	10%	10%
Treasury Board					
Superannuation - percentage of pay	28,000	29,000	29,500	30,000	31,000
Surgical-medical insurance-no. of dependents	200	200	200	200	210
Department of Labour					
No. of members receiving compensation	30,000	32,000	33,000	34,000	35,000
Post Office					
No. of pieces of mail carried					
Narrative not illustrated					

Insertion page 2.28





Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

Program Accommodation Requirements  
(Supplied by D.P.W. - National Capital Region)

Issued Nov. 1970

(000's of square feet)

☐ A BUDGET - BUDGET A  
☒ B BUDGET - BUDGET B

DESCRIPTION	PY - AP	CY - AC	NY NA	NY + 1 - NA + 1	NY + 2 - NA + 2
Administration	350	360	362	363	363
Operative	XXX	XXX	XXX	XXX	XXX
Residential	XXX	XXX	XXX	XXX	XXX
Institutional	XXX	XXX	XXX	XXX	XXX
TOTAL	XXX	XXX	XXX	XXX	XXX

Note: This is only one sample of the three possible schedules of accommodation supplied by D.P.W. The full classification is shown in the sample for information purposes, however the actual return should only show the applicable items.

Instruction Page 2.28



Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

PROGRAM  
PROGRAMME

ACTIVITY  
ACTIVITÉ

SUBJECT  
SUJET

Issued Nov. 1970

Program Accommodation Requirements  
(Not supplied by D.P.W. - Other Areas of Canada)

(000's of square feet)

☐ A BUDGET - BUDGET A  
☒ B BUDGET - BUDGET B

DESCRIPTION	PY - AP	CY - AC	NY - NA	NY + 1 - NA + 1	NY + 2 - NA + 2
Administration	573	575	578	579	582
Operative	xxx	xxx	xxx	xxx	xxx
Residential	120	125	130	135	140
Institutional	xxx	xxx	xxx	xxx	xxx
TOTAL	xxx	xxx	xxx	xxx	xxx

Note: This is only one sample of the three possible schedules of accommodation not supplied by D.P.W. The full classification is shown in the sample for information purposes, however the actual return should only show the applicable items.

Instruction page 2.28





DEPARTMENT MINISTÈRE  
SOLICITOR GENERAL  
R.C.M.P.

PROGRAMME  
PROGRAMME  
ACTIVITY  
ACTIVITÉ  
SUBJECT  
SUJET  
Law Enforcement  
Police Services Under Contract  
Activity Summary (Page 1 of 2)

Issued Nov. 1970

☐ A BUDGET - BUDGET A  
☒ B BUDGET - BUDGET B

\$ (000's)

DESCRIPTION	PY - AP	CY - AC	NY NA	NY + 1 - NA + 1	NY + 2 - NA + 2
OPERATING EXPENDITURES					
"Agreed to" A budget	58,342	66,091	75,373	85,148	95,764
Departmental Changes to A Budget (List here where applicable - refer to para. 109 for instructions)	-	-	xx xx	xx xx	xx xx
New A budget (if applicable)	58,342	66,091	75,373	85,148	95,764
B budget proposal	-	-	350	365	385
Total (A + B) Operating	58,342	66,091	75,723	85,513	96,149
CAPITAL EXPENDITURES					
"Agreed to" A budget	4,108	4,546	2,387	2,535	2,736
Departmental Changes to A budget (List changes, if any)	-	-	xx xx	xx xx	xx xx
New A budget (where applicable)	4,108	4,546	2,387	2,535	2,736
B budget capital	-	-	2,700	2,900	2,750
Total (A + B) Capital	4,108	4,546	5,087	5,435	5,486
GRANTS AND CONTRIBUTIONS					
"Agreed to" A budget	(Forecast)	xx xx	xx xx	xx xx	xx xx
Departmental Changes to A budget (List changes, if any)	-	-	xx	xx	xx
New A budget (where applicable)	xx xx	xx xx	xx xx	xx xx	xx xx
B budget proposal (total where applicable)	-	-	xx	xx	xx
Total (A + B) Grants and Contributions	xx xx	xx xx	xx xx	xx xx	xx xx
Carried forward	62,450	70,637	80,810	90,948	101,635

Instruction page 2.30



DEPARTMENT  
MINISTÈRE

Law Enforcement

PROGRAM  
PROGRAMME

Police Services Under Contract

ACTIVITY  
ACTIVITÉ

Activity Summary (Page 2 of 2)

SUBJECT  
SUJET

SOLICITOR GENERAL  
R.C.M.P.

Issued Nov. 1970

<input type="checkbox"/>	A BUDGET - BUDGET A
<input checked="" type="checkbox"/>	B BUDGET - BUDGET B

\$ (000's)

DESCRIPTION	PY - AP	CY - AC	NY - NA	NY + 1 - NA + 1	NY + 2 - NA + 2
Brought forward	62,450	70,637	80,810	90,948	101,635
REVENUE CREDITED TO VOTE					
"Agreed to" A budget					
Departmental Changes to A budget					
(List changes where applicable)					
New A budget (where applicable)					
B budget proposal	33,092	36,696	41,522	46,606	52,126
	-	-			
Total (A + B) Revenue Credited to Vote	33,092	36,696	41,522	46,606	52,126
Net Budgetary (A + B)	29,358	33,941	39,106	44,152	49,309
NON-BUDGETARY (Loans, Investments and Advances)					
"Agreed to" A budget					
Departmental Changes to A budget					
New A budget (where applicable)					
B budget proposal					
Total (A + B) Non-budgetary					
TOTAL ACTIVITY					
"Agreed to" A budget					
Departmental Changes to A budget					
New A budget (where applicable)					
B budget proposal					
Activity Total (A + B)	29,358	33,941	39,106	44,152	49,309



PROGRAM  
PROGRAMME

Law Enforcement

ACTIVITY  
ACTIVITÉ

Police Services Under Contract

SUBJECT  
SUJET

Activity Summary - Departmental Changes to "Agreed to" A budget

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL

R.C.M.P.

Issued Nov. 1970

PAGE 3.87

☐ CAPITAL BUDGET -- BUDGET D'INVESTIS.

☐ A BUDGET -- BUDGET A

☐ B BUDGET -- BUDGET B

☒ X BUDGET -- BUDGET X

1. (Factor)

Note:

Where there are changes being suggested to the "Agreed to" A budget, each item of change is to be classified according to the factors entering the construction of an A budget - see paragraph 50 of Chapter 2 - and the reason for the change is to be given. In addition, where the change affects operating expenditures, the narrative should relate the change to the elements (sub-activities) involved.

2. (Factor)

3. (Factor)

etc.

Instruction Page 2.30





Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

Police Services Under Contract  
Activity Operating Elements

☐ A BUDGET - BUDGET A  
☒ B BUDGET - BUDGET B

Issued Nov. 1970

\$(000's)

DESCRIPTION	PY - AP	CY - AC	NY - NA	NY + 1 - NA + 1	NY + 2 - NA + 2
General Detachment Policing	38,855	44,439	48,779	53,605	58,800
Municipal Policing	12,177	13,674	15,639	17,194	18,810
Highway Patrol	7,310	7,978	11,305	14,714	18,539
Revenue Credited to the Vote	58,342 33,092	66,091 36,696	75,723 41,704	85,513 46,796	96,149 52,326
	25,250	29,395	34,019	38,717	43,823

Instruction page 2.31



PROGRAM  
PROGRAMME

Law Enforcement

ACTIVITY  
ACTIVITÉ

Police Services Under Contract

SUBJECT  
SUJET

Activity Grants and Contributions

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

Issued Nov. 1970

☐ A BUDGET - BUDGET A  
☒ B BUDGET - BUDGET B

\$ (000's)

DESCRIPTION	PY - AP	CY	AC	NY - NA	NY + 1 - NA + 1	NY + 2 - NA + 2
<p><u>This listing is optional</u></p> <p>(If there are numerous changes in grants and contributions requirements from those detailed in the Current Year Main Estimates, departments may wish to present, as part of the B budget submission, a full listing of Grants and Contributions supporting both the A and B components shown under the "Grants and Contributions" heading of the "Activity Summary".)</p>						

Instruction page 2.31





Law Enforcement

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

Police Services Under Contracts

Activity Manpower

Issued Nov. 1970

☐ A BUDGET - BUDGET A  
☒ B BUDGET - BUDGET B

DESCRIPTION	PY - AP			CY - AC			NY - NA			NY+1 - NA+1	NY+2 - NA+2
	Continuing employees Man-years (Strength)	Casuals and others - Man-Years	Total Man-Years	Continuing employees Man-years (Strength)	Casuals and others - Man-Years	Total Man-Years	Continuing employees Man-years (Strength)	Casuals and others - Man-Years	Total Man-Years	Total Man-Years	Total Man-Years
	Employés en service continu - Années - Hommes & (effectif)	Employés occasionnels et autres - Années - Hommes	Total Années - Hommes	Employés en service continu - Années - Hommes & (effectif)	Employés occasionnels et autres - Années - Hommes	Total Années - Hommes	Employés en service continu - Années - Hommes & (effectif)	Employés occasionnels et autres - Années - Hommes	Total Années - Hommes	Total Années - Hommes	Total Années - Hommes
General Detachment Policing	3,710 (3,737)	55	3,765	3,934 (3,978)	61	3,995	4,127 (4,175)	65	4,192	4,330	4,473
Municipal Policing	1,377 (1,398)	20	1,397	1,498 (1,522)	23	1,521	1,585 (1,611)	25	1,610	1,685	1,755
Highway Patrol	726 (740)	12	738	764 (780)	14	778	938 (955)	15	953	1,136	1,296
Construction Personnel (where applicable)	5,813 (5,875)	87	5,900	6,196 (6,280)	98	6,294	6,650 (6,741)	105	6,755	7,151	7,524
	xx (xx)	xx	xx	xx (xx)	xx	xx	xx (xx)	xx	xx	xx	xx
	5,813 (5,875)	87	5,900	6,196 (6,280)	98	6,294	6,650 (6,741)	105	6,755	7,151	7,524

Instruction page 3.34



Law Enforcement

Police Services Under Contract

Activity Standard Objects of Expenditure

DEPARTMENT  
MINISTÈRE

SOLICITOR GENERAL  
R.C.M.P.

Issued Nov. 1970

☐ A BUDGET - BUDGET A  
☒ B BUDGET - BUDGET B

\$ (000's)

DESCRIPTION	PV - AP	CY - AC	NY - NA	NY+1 - NA+1	NY+2 - NA+2
<b>PERSONNEL - 01</b>					
Regular Time Salaries and Wages	XX,XXX XXX	XX,XXX XXX	XX,XXX XXX	XX,XXX XXX	XX,XXX XXX
All other personnel costs	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
<b>GOODS AND SERVICES</b>					
Transportation and communication - 02	XXX	XXX	XXX	XXX	XXX
Informational - 03	XX	XX	XX	XX	XX
Professional and special services - 04	XX	XX	XX	XX	XX
Rentals - 05	XXX	XXX	XXX	XXX	XXX
Purchased repair and upkeep - 06	XXX	XXX	XXX	XXX	XXX
Utilities, materials, supplies and livestock - 07	XXX	XXX	XXX	XXX	XXX
All other expenditures - 12	XX	XX	XX	XX	XX
	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
<b>CAPITAL</b>					
Construction and Acquisition of Land, Buildings and Works - 08	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
Construction or Acquisition of machinery, equipment and furnishings - 09	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
	4,108	4,546	5,087	5,435	5,486
	62,450	70,637	80,810	90,948	101,635
	33,092	36,696	41,704	46,796	52,326
	29,358	33,941	39,106	44,152	49,309
<b>RECEIPTS AND REVENUES CREDITED TO THE VOTE - 13</b>					

Instruction page 2.32



## **CHAPTER**

**4**

## **MAIN ESTIMATES**

## **INSTRUCTIONS**





## MAIN ESTIMATES - INSTRUCTIONS

## CHAPTER 4

MAIN ESTIMATES SUBMISSION INSTRUCTIONS

## TABLE OF CONTENTS

	<u>Page No.</u>
A. INTRODUCTION	
Purpose and Description of Main Estimates Submission	4.03
Relationship to Program Forecast Submission	4.03
Timing	4.04
B. GENERAL INSTRUCTIONS FOR PREPARING MAIN ESTIMATES SUBMISSION	
Estimates - General	4.05
Vote Structure	4.07
Standard Vote Wordings	4.08
Legislating in Estimates	4.11
Sequence in which Components are to be Submitted	4.12
Standard Forms for Supporting Material	4.12
Multiple-page Schedules	4.13
Fiscal Year References	4.13
Expenditure Definition for Non-Budgetary (Loans, Investments and Advances) Items	4.14
Narrative Information	4.14
Salary Increases and General Price Increases	4.15
Access to Treasury Board Contingencies Vote	4.16
Manner of Submitting to Treasury Board	4.16
C. PRINTER'S PLATES	
General Description	4.18
Preparation of Pre-Printed Printer's Plates Prior to the Formal Estimates Submission	4.19
General Instructions	4.22
Printer's Plate A - General Summary	4.23
Printer's Plate B - General Explanation (Discontinued)	
Printer's Plate C - Program Summary by Vote	4.24
Printer's Plates D1-5 - Program by Activities	4.25
Printer's Plates E1-3 - Program by Activities (Revolving Funds)	4.26
Printer's Plate F - Program Description	
Printer's Plate F - Program Description (Revolving Funds)	4.27

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

Printer's Plate G - Objects of Expenditure	4.27
Printer's Plate H - Manpower	4.27
Printer's Plate J - Major Capital Projects	4.28
Printer's Plate K - Grants and Contributions	4.29

## D. AMENDMENTS TO PRINTER'S PLATES

Procedure	4.31
Illustration	4.33

## E. PROGRAM INFORMATION

Program Highlight Schedules	4.35
Program Memorandum	4.35
The Category - Group Salary Costing System	4.36
Salary Costing Forecast - Illustration	4.38

## F. ACTIVITY INFORMATION

General	4.40
Operating (Expenditures)	4.41
Capital (Expenditures)	4.41
Grants and Contributions	4.42

## G. OTHER INFORMATION

Program Revenue Summary	4.43
Program Services Provided Without Charge by Other Departments	4.44
Services Provided Without Charge to Other Departments	4.44
Continuing Full-Time Employment by Occupational Category, Group and Level	4.45

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

## A. INTRODUCTION

1. This chapter sets forth the procedures for preparing the Main Estimates submission and the following chapter illustrates the form to be followed in a typical submission.

Purpose and Description of Main Estimates Submission

2. The Main Estimates submission is designed to justify the need for the financial authority to be requested from Parliament, to demonstrate that a detailed costing of requirements has been carried out and to show the precise resources needed in the Estimates year. Departments must be prepared to provide explanations to parliamentary committees of all items in the Estimates to a greater depth of detail than that called for in the formal submission.

3. The Main Estimates submission contains:

Printer's Plates for preparing the submission to Parliament

Supporting Information Consisting of:

- a program memorandum, salary costing schedule and possibly highlight schedules for each program;
- activity schedules relating requirements shown in the Estimates to those determined after the Program Forecast review and showing detail by sub-activity and standard objects and
- supporting schedules on revenues, common-service costs and manpower for each program.

Relationship to Program Forecast Submission

4. The Main Estimates submission is designed to complement, not duplicate, the Program Forecast submission. Accordingly further narrative justifications are required only for major departures from proposals submitted, justified and approved after the Program Forecast review. To avoid repetition, cross-references to the Program Forecast submission are to be given wherever this will be helpful in providing the full story.

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

5. The Main Estimates submission is primarily designed to report the results of the detailed departmental costing of program elements below the program level. The objectives are twofold--first to confirm that the cost estimates used in arriving at program decisions are realistic, and second to provide the yardsticks for measuring performance of major units of responsibility. The submission is not designed to disclose the detailed build-up of the Estimates figures. It is intended that Board staff will review departmental systems and procedures for preparing, compiling and approving estimates proposals instead of having this information and detail contained in the Main Estimates submission.
6. The review by Board staff will be designed to ensure that:
- financial and manpower guidelines are established for each organizational component based on the objectives and budgetary expenditure ceilings agreed upon after the Program Forecast review for each program;
  - work plans are put in writing for each organizational component spelling out how assigned objectives are to be attained;
  - budgetary worksheets are prepared translating plans into resource requirements, using objective standards wherever applicable; and
  - careful review and examination takes place as individual budgets are consolidated into totals to be included in the Main Estimates submission to Treasury Board.

Timing

7. The Main Estimates submission is to be ready for Treasury Board staff consideration in November. The exact date will be communicated to departments annually. It is imperative that the submission date be met by every Department and Agency in order to ensure that the Blue Book is tabled in Parliament on time.



DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

## B. GENERAL INSTRUCTIONS FOR PREPARING MAIN ESTIMATES SUBMISSION

Estimates - General

8. The Estimates, as tabled in the House of Commons about February 1, set out the Government's expenditure plans for the coming fiscal year. They also form the basis of Appropriation Acts which are the means by which funds are made available to Departments and Agencies.
9. Each Appropriation Act contains the wording of the votes in the Estimates (unless altered by Parliament) and when passed by Parliament, gives legislative authority for expenditures for the purpose of each vote. Parliament, therefore, exercises control over expenditures by vote, and departments and agencies cannot exceed the amount granted by Parliament for each vote, nor can they use the funds for purposes other than those for which they were voted.
10. Descriptions of the term "vote" and of the other major entry in Estimates, "statutory item", are to be found in the foreword to the annual "Blue Book" of Estimates. The main features of the Estimates are listed below. These points are further explained later in this manual where necessary.
  - (a) There is to be one or more votes for each department, agency or legal entity. A legal entity is defined as a unit of government operating under an Act of Parliament and responsible directly to a Minister.
  - (b) All of the budgetary requirements for a program are to be gathered into one or more votes, depending on the size of the capital and grants and contributions elements and displayed together with the non-budgetary (loans, investments and advances) requirements, if any, for the program, on one two-page spread sheet.
  - (c) Where an agency or a Crown corporation incurs a deficit, which must be covered by an appropriation, the deficit will be the subject of a separate vote.

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

- (d) Special circumstances surrounding any particular expenditure may result in a separate vote, e.g., the Treasury Board Contingencies Vote.
- (e) Proposals for capital expenditures equal to or in excess of \$5 million within a program will constitute a separate vote.
- (f) Proposals for expenditures classified as grants and contributions equal to or in excess of \$5 million within a program will constitute a separate vote.
- (g) The Estimates are to include a statement of the objectives of each program and a description of the work under each of the activities.
- (h) The disclosure at the program level is to be the total net cost of the program, taking into account the services provided by and for the program without charge, and revenues related to the program but credited to the Consolidated Revenue Fund.
- (i) Major capital projects are to be listed for each program and the estimated total cost of each project is to be shown. In cases where a major project appeared in the Current Year's Estimates, the total cost for the project in those Estimates is to be shown.
- (j) A standard object breakdown for each program is to be provided.
- (k) The manpower information is to give a three-year picture for each program, the percentage increase in man-years is to be shown for each program and where the man-year increase or decrease between the Current Year and the New Year exceeds 5%, an explanatory note is to be included.
- (l) Each grant and contribution is to be listed separately.
- (m) Supporting information for the Estimates of Crown Corporations is to be included.

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

- (n) Budgets for programs financed by means of revolving funds are to be included in the Estimates for information purposes.
- (o) The Estimates of all agencies are presented in a single bilingual volume. This will require the submission of bilingual Printer's Plates from each agency. Detailed instructions for the preparation of Printer's Plates are set out later in this manual.

Vote Structure

11. In addition to the usual Statutory items, the Estimates contain five types of votes. The first four are budgetary in nature and the last one is non-budgetary.

(a) Operating Expenditures Votes

Operating Expenditures Votes include all of the expenditures for a program other than those included in "Capital Expenditures" Votes or "Grants and Contributions" Votes or both.

(b) Capital Expenditures Votes

Capital Expenditures Votes include all of the expenditures associated with the construction of fixed assets and the acquisition of equipment for a program, including the salaries and expenses of employees hired for specific projects and the costs of materials going into the construction projects carried out by a department's own forces, in cases where such expenditures equal or exceed \$5 million for the program. This kind of vote, therefore, includes expenditures coded to standard objects 8 and 9 and occasionally 4 and, where construction is carried out by departmental staffs, objects 1, 2 and 7.

(c) Grants and Contributions Votes

These votes cover expenditures coded to Object 10 - "Transfer Payments" - in cases where such costs equal or exceed \$5 million for the program.



DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

(d) Program Expenditures Votes

This type of vote is used only where there is no requirement for either a "Capital Expenditures" Vote or a "Grants and Contributions" Vote. These Program Expenditures votes include the operating expenditures referred to in (a) above plus capital expenditures referred to in (b) above, where neither capital expenditures nor grants and contributions expenditures equals or exceeds \$5 million.

Where a vote of this type is used the distinction between the types of expenditures covered in (a), (b) and (c) above will be maintained to comply with the requirement that operating expenditures, capital expenditures and grants and contributions be shown separately in the Estimates. Each of these groupings of costs within a program expenditures vote is to be referred to as a "sub-vote". (see Printer's Plate D).

(e) Non-Budgetary (Loans, Investments and Advances) Votes

Provision is made in votes of this type for items such as the initial provision for revolving funds and loans to Crown Corporations.

12. Any exceptions to the vote structure described above, e.g., the inclusion in a program expenditures vote of provision for capital or for grants and contributions equal to or in excess of \$5 million, will have to be specifically approved by Treasury Board before the September preceding the fiscal year in which the exception is to first apply.

Standard Vote Wordings

13. The bulk of the statutory items in the Estimates are for specific payments, usually transfer payments. The wording of each is descriptive to tie the item in with the authorizing legislation and there is, therefore, no possibility of uniformity in the wording. (It should be

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

noted that as the Revised Statutes of Canada were proclaimed on July 15, 1971, new statutory references in Estimates are to be included as one of the corrections to be made to the appropriate Printer's Plates. The preferred phrase is "R.S.c..." adding in each case the number of the particular chapter). It is desirable for annually voted items, however, which by and large cover all of the expenses of government programs, to maintain uniformity throughout the Estimates, and standard vote wordings are to be used where possible. The wordings described in this section will constitute the full wordings of the vote except in those cases where additional authority other than that existing in substantive legislation is sought, and where other legislative limits or restrictions are to be imposed. In these cases the necessary wording will come after the standard wording. All such additions must be approved by Treasury Board before the submission of Estimates.

14. All vote wordings, standard or otherwise, will be preceded by the program name. In the case of the Royal Canadian Mounted Police, that program name is "Law Enforcement". Examples of standard wordings for votes are listed below using "Law Enforcement" as the program title:

- (a) "Law Enforcement - Program expenditures, the grants listed in the Estimates and contributions"

This wording is to be used only where the program has grants and contributions totalling less than \$5 million, capital requirements less than \$5 million or no capital requirements that can be foreseen at the time the Estimates are prepared. Such a vote will therefore include operating expenditures, capital expenditures totalling less than \$5 million and grants and contributions totalling less than \$5 million.

- (b) "Law Enforcement - Program expenditures and the grants listed in the Estimates"

This wording is used under the circumstances given in (a) above except that the vote would not contain any contributions.

- (c) "Law Enforcement - Program expenditures and contributions"

This wording is to be used under the circumstances given in (a) above except that the vote would not contain any grants.



DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

(d) "Law Enforcement - Operating expenditures"

This wording is used in cases where there are no grants or contributions included in the Operating expenditures vote.

(e) "Law Enforcement - Operating expenditures, the grants listed in the Estimates and contributions"

This wording is used in cases where there are both grants and contributions totalling less than \$5 million included in Operating expenditures votes.

(f) "Law Enforcement - Operating expenditures and the grants listed in the Estimates"

This wording is used in cases where there are only grants totalling less than \$5 million included in Operating expenditures votes.

(g) "Law Enforcement - Operating expenditures and contributions"

This wording is used in cases where there are only contributions totalling less than \$5 million included in Operating expenditures votes.

(h) "Law Enforcement - Capital expenditures"

This is the standard wording for a vote which includes \$5,000,000 or more of capital expenditures in the New Year.

(i) "Law Enforcement - The grants listed in the Estimates and contributions"

This is the standard wording for a vote which includes \$5,000,000 or more of expenditures in the New Year for grants and contributions.

(j) "Law Enforcement - The grants listed in the Estimates"

This wording covers the case where there are only grants in the grants and contributions vote.

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

(k) "Law Enforcement - Contributions"

This wording covers the case where there are only contributions in the grants and contributions vote.

Legislating in Estimates

15. Over the years, Parliament has criticized the use of Estimates to set aside or amend legislation. To meet this criticism, Treasury Board will consider items of this type only where it is sought:
- (a) to alter financial limitations imposed by legislation or by previous Estimates, e.g., an increase in the maximum amount that may be loaned by CMHC for housing, or the periodic increases in commitment authority for the Railway Grade Crossing Fund;
  - (b) to alter time limitations imposed by legislation or by previous Estimates, e.g., the termination date of the Trans-Canada Highway Program;
  - (c) to extend the application of legislation to persons not covered by the legislation so as to authorize the making of payments to such persons in accordance with the substance and purposes of the legislation; e.g., authority to make payments under the Government Employees Compensation Act to DOSCO ex-employees suffering from silicosis.
  - (d) to amend legislation originally approved through Estimates items, e.g., broadening of the scope of a revolving fund; and
  - (e) to effect transfers of available funds to votes where additional funds are required. (In Supplementary Estimates only)
16. The guidelines in (a) to (d) above apply to Main and Supplementary Estimates and to items of all amounts including those for a token one dollar. Of course, approval must be sought from Treasury Board prior to the submission date for vote wordings for items of the above kind.

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

Sequence in which Components are to be Submitted

17. The Main Estimates submission is to contain the following information submitted in the sequence listed below:

Printer's Plates A in English and French (Please note that Printer's Plate B has been discontinued)

For each program

Printer's Plates C to K in English and French  
(Please note that Printer's Plates D and E are bilingual)

Program Highlight Schedules (optional) in English or French

Program Memorandum in English or French

Salary Costing Forecast schedules in English or French

For each activity within each program - in English or French - schedules showing

Operating expenditures  
Capital expenditures  
Grants and contributions

For each program - in English or French

Program Revenue Summary  
Program Services provided without charge by other departments  
Services provided without charge to other departments  
Continuing Full-Time Employment by Occupational Category, Group and Level

Standard Forms for Supporting Material

18. Five standard forms are to be used for preparing the schedules and narratives required for the supporting material in the Main Estimates submission which are as follows:

- form for presenting narrative information (TB 320-18)
- form for presenting financial data other than that for Capital expenditures (TB 320-20)
- form for presenting financial data for Capital expenditures (TB 320-19)
- form for presenting Manpower data (TB 320-17)



DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

- form for presenting Continuing Full-Time Employment by Occupational Category, Group and Level (TB 320-43)

Multiple-page Schedules

19. When the information to be put in a schedule is too long to be presented on one page:

- indicate in brackets as part of the "subject" heading which page it is and how many pages there are (page 1 of 3);
- total all the columns on the first page and enter "Carried Forward" in description column opposite the column totals;
- repeat heading of first page on succeeding pages; and
- enter "Brought Forward" in the description column and enter the column totals from the preceding page in the columns on the following page.

Fiscal Year References

20. The schedules to be prepared for the Main Estimates submission require amounts to be shown for the three fiscal years as follows:

- For the PY (Past Year) the amounts to be shown are the actual expenditures incurred which will be reported in the Public Accounts with the addition of expenditures out of the Treasury Board Reserve for general salary increases.
- For the CY (Current Year) the amounts to be shown are defined as follows:

- (a) Where expenditures information is required, the amounts to be shown are the forecast expenditures for the year including all expected Supplementary Estimates and permanent allotments from Treasury Board Contingencies Vote and are to take into account all expected lapses. Similar treatment is to be accorded all statutory items.

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

(b) Where Estimates amounts are required (in the second column of Printer's Plates A and C only), the amounts to be shown are the amounts included in Estimates including Supplementary Estimates which have been tabled in Parliament up to the time the Main Estimates submission is to be forwarded to Treasury Board. Supplementary Estimates tabled after this date will be added by Treasury Board staff if possible within the Main Estimates printing schedule.

- For the NY (New Year) the amounts to be shown are those proposed for the Main Estimates for the Estimates year.

Expenditure Definition for Non-Budgetary (Loans, Investments and Advances) Items

21. The amounts to be included in the expenditure columns for the Current Year and the Past Year require special treatment and are defined as follows:

- (a) Loans and Advances: The Current Year column is to show the amount expected to be drawn down under the item at the end of the Current Year. The Past Year column is to show the amount actually drawn down at the end of the Past Year.
- (b) Authorizations of and Increases to Revolving Funds and Special Accounts: For both the Current Year and the Past Year, the amounts to be shown are the amounts included in tabled Estimates in the applicable fiscal years.

Narrative Information

22. Narrative information is to be expressed in clear and simple language so that there will be no misunderstanding about the intended meaning. The content of supporting narratives must necessarily be left to the judgement of those justifying financial requirements, but the following general guidelines are to apply:

- narrative statements are to be brief and factual with a minimum of pleading or of unsubstantiated value judgements;



DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

- tables are to be included in the body of the narrative wherever this shortens and improves the presentation;
- headings are to be used to indicate clearly the purpose of each part of the narrative;
- specific quantitative data is to be used wherever possible; and
- narratives are to be cross-indexed to the schedules.
- when narrative information extends to more than one page, indicate in brackets as part of the "subject" heading the page and how many pages there are (page 1 of 5)

Salary Increases and General Price Increases

23. Different practices are to be observed for the NY for each of: salaries and wages, materials and supplies, capital, grants and contributions.
24. For salaries and wages, percentage allowances are to be made for the following two kinds of salary adjustments:
- (a) for promotions, reclassifications and annual merit increases;
  - (b) for general salary increases, negotiated under collective agreements. This matter is more extensively dealt with in the section on salary costing.

These percentage allowances will be announced by Treasury Board in the annual letter calling for Estimates.

25. For materials and supplies, announced price increases are to be taken into account. No percentage allowance for general price increases is to be made.
26. For capital, the most recent engineering estimates are to be used. Again, allowances for general price increases are not to be added.

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

27. For grants items, the best estimates taking into account all relevant factors, population changes, changes in program content and level, established growth trends, etc. should be used to produce an accurate costing. No additional allowance is to be made for general price increases that represent in effect the declining purchasing power of the dollar.

Access to Treasury Board Contingencies Vote

28. The Treasury Board Contingencies Vote will be available to supplement the salary content of Departmental appropriations only under certain conditions. (The access to the Contingencies Vote in this context is confined to departments and agencies listed in schedule A to the Public Service Staff Relations Act.) These are:
- (a) To meet shortages resulting from the actual percentage increases for salary revisions resulting from collective bargaining exceeding the percentage increase assumed by departments pursuant to instructions in the Estimates letter.
  - (b) When corresponding assumptions the departments were instructed to use on effective dates of agreements are proven by events to be in error.

29. In no circumstances will access to the Contingencies Vote be allowed when the underprovision is related to an excess of actual man-year usage over that planned. This does not restrict access to the Contingencies Vote to meet requirements resulting from a Cabinet directive to carry out functions additional to or at higher levels than those covered in the initial budgetary expenditure ceilings.

Manner of Submitting to Treasury Board

30. Six copies of each submission are required by Treasury Board, one of which is to be signed by the Minister. Submissions are to be forwarded to the Board in standard 8 1/2 x 11 three ring, smooth finish, black vinyl binders which can be requisitioned from #1 Supply Centre, Department of Supply and Services. The catalogue numbers are for the 1" size 7510-21-845-1044 and for the 2" size 7510-21-845-1042. The binding edge of each binder should be marked with "Estimates", the fiscal year, and the name of the Department or Agency.

DATE Rev. Aug/71

MAIN ESTIMATES - INSTRUCTIONS

31. All memoranda and schedules are to be numbered in sequence by pages within each program. Tables of contents with page references are to be provided for each program. All amendments to Printer's Plates, memoranda and schedules are to be so identified and dated.

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

## C. PRINTER'S PLATES

General Description

32. The procedure for the preparation of the Main Estimates submission has been extended to include the preparation in advance of the submission date of pre-printed Printer's Plates (excluding amounts) by the Treasury Board Secretariat for use by Departments. These pre-printed Printers Plates are designed to simplify the preparation of the submission by Departments and to facilitate the processing of the submission by Treasury Board Staff prior to forwarding to the printer by ensuring that the narrative, spacing and style, etc. are correct. These pre-printed Printers Plates are based initially on the narrative material contained in the Current Years Main Estimates and Departments are required to update this material so that in final form it will serve as a format which will need only the insertion of the dollar amounts, manpower figures and other minor additions to comprise a complete Printer's Plate portion of the Main Estimates submission. Detailed instructions for the preparation of these Plates are contained in paragraphs 35 to 39 inclusive.
33. Each of the Printer's Plates, which serve as a manuscript for printing the Estimates, is the basis for one of the main components of the presentation proposed for submission to Parliament. Separate English and French Printer's Plates are required except for Plates D and E, which are bilingual presentations. (There is no requirement for Plate B which has been discontinued.)
34. The following is a listing of standard Printer's Plates contained in a complete Main Estimates Submission
- |                 |    |   |
|-----------------|----|---|
| Printer's Plate | A  | - General Summary   |
| Printer's Plate | C  | - Program Summary by Vote   |
| Printer's Plate | D1 | - Program by Activities - Operating                                       |
| Printer's Plate | D2 | - Program by Activities - Capital   |
| Printer's Plate | D3 | - Program by Activities - Grants and Contributions                        |
| Printer's Plate | D4 | - Program by Activities - Total Budgetary                                 |
| Printer's Plate | D5 | - Program by Activities - Non-Budgetary (Loans, Investments and Advances) |



DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

Printer's Plate	E1	- Program by Activities - Revolving Funds - Expenditure
Printer's Plate	E2	- Program by Activities - Revolving Funds - Revenue
Printer's Plate	E3	- Program by Activities - Revolving Funds - Excess Expenditure (Revenue)
Printer's Plate	F	- Program Description
Printer's Plate	G	- Objects of Expenditure
Printer's Plate	H	- Manpower
Printer's Plate	J	- Major Capital Projects
Printer's Plate	K	- Grants and Contributions

Separate Printer's Plates C to K are required for each program. For revolving fund presentations, Printer's Plates E and F are required as well as Plate H where manpower is involved.

Preparation of Pre-Printed Printer's Plates Prior to the Formal Estimates Submission

35. Each year, the Treasury Board will provide Departments with a pre-printed manuscript based on the material (excluding all amounts, manpower figures and major capital projects detail) contained in the Current Year's Main Estimates. However, some deletions will have been made such as:

- explanations of and percentage changes to manpower levels,
- all the detail on Printers Plate J - Major Capital Projects and
- grants and contributions items where there are no amounts in the Current Year.

In addition to the edited narrative the pre-printed manuscript will contain:

- The column headings to be used in the New Year's Estimates (Departments are not to alter these headings. Any last minute changes required will be arranged by the Treasury Board during the printing process.)
- The correct fiscal years in the column headings



DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

- A nine-digit code to identify the material on the page
  - a) The first two digits identify the particular schedule and the language where necessary
  - b) The second two digits identify the Ministry
  - c) The next four digits identify the Department or Agency where applicable.
  - d) The last two digits identify, when necessary, any table of which there is more than one in a program - eg. revolving funds.
- Material other than standard Printers Plates will be assigned a unique code. As these codes will be on all of the material distributed to Departments no further identification will be necessary except where additional material not included in the pre-printed manuscript forwarded by the Treasury Board is returned by the Department as part of the correction process. In such cases the department should describe the content and a suitable code will be assigned.

36. Two sets of the pre-printed manuscript will be sent to Departments; one is an original and the other is a copy which is to be retained by the Department for its own use. The original is to be modified and corrected by the Department so that in all respects it represents the narrative that will appear in the New Year's Main Estimates submission. The following is a listing of some of the changes that must be made:

- changes in Vote wording or new vote titles approved by Treasury Board,
- approved changes in the Program/Activity structure or description,
- itemized entries under the headings "Receipts and Revenue Credited to the Vote" and "Receipts Credited to Revenue",

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

- additional standard object titles,
- new manpower occupational categories,
- revised statutory references,
- new grants or contributions titles approved by Treasury Board,
- additional standard Printers Plates,
- additional non standard material,
- correction of errors in the manuscript, and
- required deletions

37. All changes are to be made on the original of the manuscript provided. The changes are to be legible, in both languages, and are to clearly indicate the change to be made. They may be written or typed. In cases where it is not possible to use the original of the manuscript, retype the page or pages, including changes, on 8 1/2 x 14 paper and ensure that the eleven digit code is shown.
38. The corrected manuscript is to be returned to Treasury Board within two weeks of receipt by Departments. Upon receipt of the corrected manuscript Treasury Board will incorporate the changes and corrections in a new manuscript, two sets of which will be forwarded to Departments. It may be necessary to revise this corrected manuscript more than one time. In all cases the original of the last copy received from Treasury Board is to be up-dated and returned to Treasury Board for correction. A cut off date for the revision process will be struck at which time the original of the latest manuscript in the hands of the Department will be used as a master for the Printers Plates portion of the formal Main Estimates submission.
39. Only pages with changes need be returned to Treasury Board during the revision process described above. In addition, the manuscript for Plate J is to be retained by the Department for inclusion in the main Estimate submission as it is assumed that the detail of projects will not be known until close to the formal submission date. Manuscripts with column headings for J Plates will

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

be provided to those Departments with major Capital Projects tables in the Current Year's Main Estimates. Departments with projects appearing for the first time should type the material on 8 1/2 x 14 paper using the illustration on page 5.55 as a guide.

General Instructions

The instructions in paragraphs 40 to 73 inclusive apply in the up-dating of the pre-printed manuscript described above and in the preparation of the Main Estimates submission itself. Generally, the instructions on wording will apply to the former and those concerning amounts to the latter.

## 40. In completing Printer's Plates:

- Do not alter the form and content of Printer's Plates, from the form of the Current Year without advance consultation with Treasury Board staff.
- Reproduce all Printer's Plates on one side only for submission to Treasury Board.
- Use the translations contained in the revised booklet of Estimates Terms issued by the Program Branch of the Treasury Board in August 1971. All translation units have copies of this publication.
- Ensure that the submission includes all the required Printer's Plates.
- Express all amounts to the nearest thousand dollars and omit the last three zeros, except in the case of Printer's Plate C and K. Figures on Printer's Plate C, which sets out the detail to be included in appropriation acts, and on Printer's Plate K, which lists grants and contributions, are to be expressed in full and to the dollar.
- Discuss with Treasury Board staff in advance any forecast expenditures on Printer's Plates D and K which exceed tabled Estimates and have not already received program approval.



## MAIN ESTIMATES - INSTRUCTIONS

- When revising the manuscript, particularly when it is to be used to reproduce Printer's Plates for the Estimates submission, ensure that typists follow the illustrations and manuscript closely in the use of upper and lower case, brackets, indentations, leaders (dots), punctuation and other points of style. A properly completed Printer's Plate enables the material to be forwarded to the printer with a minimum of editing.

Printer's Plate A - General Summary (Example Page 5.03)

41. This Printer's Plate is to provide a summary of the Estimates of a Ministry by Department, Agency and by Program. Vote titles are abbreviated and total Estimates requested are compared with Estimates tabled to date for the Current Year. Changes are highlighted and the actual expenditures for the Past Year are shown. The original is to be signed by the Minister indicating his approval.
42. Include in the second column of this Plate the amounts of Estimates including Supplementary Estimates tabled for the Current Year at the time the Main Estimates submission is due.
43. The responsibility for the preparation of this plate including the assignment of vote numbers within a Ministry lies with the unit designated by the Minister for these purposes. In completing this Printer's Plate:
  - Omit page numbers.
  - Use the following abbreviated standard vote titles. The titles are not to be preceded by the program name on this Plate except for the purpose of identifying a legal entity requiring a vote(s) other than the standard program vote(s) such as that displayed for the National Parole Board on Printer's Plate A in the illustration in Chapter 5. No non-standard words are to be added.
    - (a) Operating expenditures
    - (b) Capital expenditures
    - (c) Grants and contributions
    - (d) Program expenditures.

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

- Use an appropriate abbreviation for non-standard vote titles and Statutory items. Non-budgetary items for which entries are required in the Current Year or Past Year columns and not required in the New Year are to be grouped in each program under a single line entry titled "Appropriation(s) not required for 19xx-xx..." In those instances where there are no other non-budgetary items in the program, the entry should be titled "Non-budgetary appropriation(s) not required for 19xx-xx..."
- Number votes in sequence within a ministry starting with number 1, then 5, 10, 15 etc. in increments of 5 to permit the insertion of new votes in appropriate places where necessary. While it is desirable to retain the same vote numbers from year to year, Treasury Board, or the Ministry, may find it necessary to alter the vote numbering structure from time to time.

Printer's Plate C - Program Summary by Vote (Example 5.07)  
Page

- 44. This Printer's Plate sets out the complete vote wording and the amounts which, when approved by Parliament, will be included in the related appropriation act. The full title of each statutory item with its correct statutory reference is also set out on this plate and is to appear after the voted budgetary items.
- 45. Include in the second column of this Plate the amounts of Estimates including Supplementary Estimates tabled for the Current Year by the time the Main Estimates submission is due.
- 46. Amounts on this Printer's Plate are to conform with those on Printer's Plate A for the items except that the last three digits will be shown in each case. In most cases, the last three digits will be zeros, but for some grants, deficits and pensions, this will not be the case since such items are shown in Estimates to the dollar.
- 47. Where there is an appropriation not required for the New Year and an entry is required in the Current Year column, the full vote title for each item is to be shown except that lengthy wording should be precised. Where entries are required in the Past Year Column only, they are to be grouped opposite the title "(Other) Appropriation(s) not required for 19xx-xx..."



DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

Printer's Plates D1 to D5 - Program by Activities  
(Example page 5.11)

48. This bilingual presentation consists of Printer's Plates D1 to D5 depending on the number of sub-votes in the program and whether or not there are non-budgetary items. It displays the activities making up each program and the amounts in thousands of dollars of each vote or sub-vote which pertains to each activity.
49. The activity structure on this manuscript is to be the structure most recently approved by the Treasury Board.
50. A separate Printer's Plate is to be used for each sub-vote, for the total of all sub-votes where there is more than one sub-vote involved, and for all non-budgetary items associated with the program. Insert leaders (dots) where the amount is to be left blank.
51. In completing this Printer's Plate:
  - enter the total man-years planned by activity. The total authorized for the program is to agree with the total of the first column on Printer's Plate H.
  - under the heading "Receipts and Revenues Credited to the Vote" itemize major sources of revenues which are recoverable and may be re-spent under authority provided in the vote wording or substantive legislation. Small amounts are to be grouped under a title "Other".
  - under the heading "Receipts credited to revenue" itemize those major sources of receipts directly arising from the expenditures made under the program and credited to the Consolidated Revenue Fund; small amounts are to be grouped under a title "other" and amounts are to represent cash collected; revenue earned but not collected is to be omitted.
  - ensure that the estimate of the value of services provided without charge to other departments and those received from other departments are the amounts that other departments are to show for these entries in their Estimates submission.

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

Printer's Plates E1 to E3 - Program by Activities  
(Revolving Funds) (Example page 5.61)

52. This is a special requirement for revolving funds, that is, operations or programs financed by revolving funds rather than specific annual appropriations. The normal pattern is that such operations charge their expenditures initially to revolving funds, and finally to the customers of the services they provide. These "program type" revolving funds are defined in Treasury Board Circular Letter 1970-7. Working capital advances are not to be included in the Estimates. Since all Revolving Funds are required to pay for services provided by other departments as from April 1, 1970, no separate entry identifying "Services provided without charge by other Departments" is required. The costs of these services and interest costs are to be included in the activity amounts shown on this Plate.

53. The Circular Letter referred to above details requirements covering advancement for capital purposes where the accumulated provision for capital replacement is insufficient to finance the New Year capital expenditures. The example illustrates such a situation but no vote wording is illustrated. The vote wording in particular instances will be a matter for development as the occasion arises.

54. A Printer's Plate H is required for those revolving funds whose operations include costs for manpower.

Printer's Plate F - Program Description (Example page 5.41)

55. This Printer's Plate is to provide a statement of the objectives (and in some cases, sub-objectives) of the program followed by a factual description of each activity making up the program in relation to the program objectives. This description should include non-budgetary requirements. An activity description is not required where no amount is shown in the New Year columns. Descriptions may relate to the sub-activities of each activity and quantitative data are to be inserted wherever appropriate.

56. The material on this Plate is to be that most recently approved by Treasury Board

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

Printer's Plate F - Program Description (Revolving Funds)  
(Example page 5.67)

57. A Printer's Plate F is to be used for each revolving fund. In addition to the requirements for other programs set out above, the Program Description section is to include the basic authority for the fund (Appropriation Act or Legislation), the purpose for which it was set up and sources of its revenues.

Printer's Plate G - Objects of Expenditure (Example Page 5.47)

58. This plate is to show a breakdown of the budgetary total (i.e. excluding non-budgetary items, which are not coded) for each program by standard object. The objects are to be shown and sub-totalled under the sub-vote headings and are to be those set out on page 4 of the Management Improvement Policy Circular of August 4, 1966 (MI-8-66 as amended July 1969) on "Expenditure Coding" except that:

- (a) Object (1) "Personnel" should be broken down into "Salaries and Wages (Economic Objects 0101 to 0116 inclusive) and "Other Personnel" (Economic Objects 0120 to 0146 inclusive);
- (b) Object (10) "Transfer Payments" should be called "Grants, Contributions and Other Transfer Payments".
- (c) Object (13) should be called "Receipts and Revenues Credited to the Vote".
- (d) Object (14), "Receipts Credited to Revenue", is not displayed in this Printer's Plate.

Printer's Plate H - Manpower (Example pages 5.51 and 5.69)

59. This Printer's Plate sets forth for each program, the man-year and strength picture for the Estimates Year, the Current Year and the Past Year. Detail is to be limited to the occupational categories contained in the classification system. The man-year figures are to include all casuall, including construction casuall and the actual or expected utilization of man-years for continuing (full-time) employment. The latter element is to be calculated as described on page 4. . As with the manpower material in the Program Forecast submission, the terms "Man-Years" and "Strength" are to have the meanings given them in Treasury Board Circular Letter No. 1970-131, Manpower Allocation and Control.



DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

60. Casual man-years are not to be shown separately on this plate: they are to be included in the appropriate occupational category.
61. The Estimates Year columns are to show the authorized man-years and the planned year-end strength respectively. The first two columns of the Current Year are to show the man-years and strength figures included in Main Estimates and Supplementary Estimates tabled to the submission date for the Current Year. The third column is to show the actual full-time employees on strength on Sept. 30 of the Current Year. The Past Year figures to be used are those shown in the Current Year's Main Estimates.
62. For the New Year and the Current Year, the percentage increase or decrease (to one decimal point) in man-years from the previous year is to be shown for the program as a whole. Where the total man-years for the New Year differs from the total man-years for the Current Year by 5% or more, a brief and factual footnote explaining the change is to be entered on this Printer's Plate.

Printer's Plate J - Major Capital Projects (Example  
Page 5.55)

63. This Printer's Plate is to set forth, individually by activity, each capital project with a total cost in excess of \$250,000 where there are proposed expenditures in the New Year. No attempt is to be made to show the total for each activity or for the program: these data can be found on Printer's Plate D2.
64. It is expected that the list will show only those projects for which program approval has already been obtained in accordance with the procedures described in Treasury Board Circular Letter 1970-5.
65. In completing this Printer's Plate:
- give activity title in description column and immediately below list projects over \$250,000.
  - in the case of multi-phase construction projects, or equipment projects which represent a stage in the development of a piece of equipment from a feasibility study through a pre-production phase and on into a production phase, each phase is to be considered a "project" for the purpose of this Printer's Plate. The submission to Treasury Board seeking program approval for the project should

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

fix the phases or "projects" involved. Where this is not done departments should consult with Treasury Board staff on the description for Estimates purposes of the "project".

- for projects of a continuing nature such as the annual requirement for vehicles or communication equipment, entries should be made only in the "Currently Estimated Total Cost" and "Estimates" columns.
- the wording used for both construction and equipment projects should be proposed when approval for the project is obtained as required by Circular Letter 1970-5, or as in the Current Year's Estimates.
- the amount to appear under "Previously Estimated Total Cost" will be the total cost for the project in the Current Year's Estimates including Supplementary Estimates tabled by the submission date.
- the total of the "Forecast Expenditures to Current Year", the "Estimates New Year" and the "Future Years Requirements" must add up to the amount in the "Currently Estimated Total Cost" column.
- insert after the project title, the Treasury Board Minute number which approved the project. This reference is for Treasury Board staff use, and will be deleted prior to printing.

Printer's Plate K - Grants and Contributions  
(Example page 5.57)

66. Both grants and contributions are disbursements other than payments for goods or services. Grants and contributions are defined in Circular Letter 1971-18.
67. Restrictive vote wording will prevent upward adjustment of grants within a vote or the payment of grants not listed in the Estimates. With Treasury Board approval, however, the amounts shown in the Estimates for contributions may be adjusted, and contributions not listed in the Estimates may be paid. New contributions approved by Treasury Board during the Current Year prior



DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

to the submission date are to be included on this plate. New grants or increases in existing grants approved by Treasury Board for inclusion in Current Year Supplementary Estimates are to be shown on this plate as well. These grants not included in tabled Supplementary Estimates should be footnoted "Not yet included in Estimates before Parliament" or "Increase of \$xxx not yet approved by Parliament".

68. This Printer's Plate will provide legal authority for the grants, for which Parliamentary authority is traditionally sought in Estimates. Accordingly, descriptive material for such grants must accurately describe the purpose of the payment and amounts must be shown to the dollar.
69. For each program the grants should be listed first, grouped by activity, followed by the contributions, grouped by activity. Sub totals are to be shown for each activity and a total for the program which agrees with the total shown on Printer's Plate D3 for Total Estimates and the amount on Printer's Plate G for the Grants and Contribution sub-vote.
70. Statutory items coded to Object (10) are to be shown on this Printer's Plate preceded by the letter (S).
71. Grants and Contributions with amounts in Current Year column only are to be included in the activity listing under the heading "Item(s) not required for 19xx-xx".
72. The wording to be used for new grants and contributions should be proposed at the time Treasury Board approval in principle is sought for the payment. Changes in the wording of existing grants or contributions should be discussed with Treasury Board staff before September 1.
73. Wording in grants items that gives authority for spending in future years or alters the terms of a special account to which the grants are to be credited, is to be included in the Vote title itself and repeated in the grants title on this Plate.

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

## D. AMENDMENTS TO PRINTER'S PLATES (Example Pages 4.33 and 4.34)

Procedure

74. An amendment submission is to be prepared and forwarded each time changes are to be made after the main Estimates submission in either the amounts or narrative in Printer's Plate's A-K inclusive. This procedure is to be used rather than re-typing and submitting a revised Printer's Plate. Departments and agencies are to prepare and submit amended submissions as soon as a revision is identified so that Treasury Board copies of Estimates are up-to-date at all times.
75. A separate amendment is required for each program and should include the following information:
- (a) Date of amendment;
  - (b) Department;
  - (c) Program;
  - (d) Printer's Plate to be revised should be identified by letter A, C, etc. When the amendment affects more than one plate, the plates should be listed in alphabetical order within each program;
  - (e) The line, column, sub-vote, etc. should be identified and each entry should give the information as it "now reads" followed by what it "should read". Only those columns which change need be shown in the amendment submission;
  - (f) The reason for the amendment; and,
  - (g) Any necessary revised supporting material.
76. In the case of amendments to narratives or vote wordings it will be necessary to not only identify the Plate but, also the paragraph and line. When a further amendment is required, the date of the previous amendment is to be shown.

DATE Rev. Aug/71

MAIN ESTIMATES - INSTRUCTIONS

77. No special form is provided for this purpose. Amendments should be prepared using the following examples as guides.
78. The amendments are to be submitted on 8 1/2" x 11" paper and Treasury Board will require 6 copies of each. Any request for an increase in a submitted vote, for a new vote or for the broadening of the ambit of an existing vote is to be signed by the Minister. Other amendments may be signed by a responsible officer of the department.

## MAIN ESTIMATES - INSTRUCTIONS

DATE Rev. Aug/71

AMENDMENT TO PRINTER'S PLATES

DATE: November 30, CY  
 DEPARTMENT: Indian Affairs and Northern Development  
 PROGRAM: Social Program  
 PRINTER'S PLATE TO BE AMENDED:

<u>DESCRIPTION</u>	<u>NOW READS</u>		<u>SHOULD READ</u>			
	<u>Proposed</u>		<u>Proposed</u>			
<u>Printer's Plate A</u>	<u>NY</u>	<u>Change</u>	<u>NY</u>	<u>Change</u>		
Total Program	176,000	21,000	174,000	19,000		
Summary A Department						
Total Budgetary	280,600	24,600	278,600	22,600		
<u>Printer's Plate C</u>						
Vote 5	175,000,000	21,000,000	173,000,000	19,000,000		
(Sub-Total)	176,000,000	21,000,000	174,000,000	19,000,000		
Total Program	177,000,000	21,000,000	175,000,000	19,000,000		
	<u>Man-Years</u>	<u>Estimates</u>	<u>Man-Years</u>	<u>Estimates</u>		
<u>Printer's Plate D1</u>	<u>Authorized</u>	<u>NY</u>	<u>Change</u>	<u>Authorized</u>	<u>NY</u>	<u>Change</u>
Administration	954	9,440	978	953	7,440	(1,000)
(sub-total)	954	97,218	4,062	953	95,218	2,062
Total Estimates	954	97,100	3,944	953	95,100	1,944
Total Cost of Program	-	109,361	8,210	-	107,361	6,210
<u>Printer's Plate D4</u>						
Administration		9,991	782		7,991	(1,218)
(sub-total)		177,739	18,753		175,739	16,753
Total Estimates		175,159	16,173		173,159	14,173
Total Cost of Program		187,420	20,439		185,420	18,439

Illustration



DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

AMENDMENT TO PRINTER'S PLATES (Cont'd)Printer's Plate F - Program Description

Now reads:

1st paragraph - 2nd line

"construction, direction, operation and preservation of  
existing and new parks, historic sites....."

Should read:

"development, operation, maintenance and preservation of  
existing and new parks, historic sites....."

<u>DESCRIPTION</u>	<u>NOW READS</u>		<u>SHOULD READ</u>	
	Estimates NY	Change	Estimates NY	Change
<u>Printer's Plate G</u>				
Salaries and Wages (1)	27,851	172	27,847	168
Professional and Special Services (4)	48,438	4,562	46,442	2,566
(sub-total)	177,739	14,460	175,739	12,460
Total Estimates	175,159	16,173	173,159	14,173
	Total Man- Years		Total Man- Years	
<u>Printer's Plate H</u>	<u>Authorized</u>		<u>Authorized</u>	
Operational	1,647		1,646	
Total	5,314		5,313	

Reason: The revision of one man-year and the reduced use of consulting services was the result of the transfer of the responsibility for conducting various studies on Indians and Eskimos in the North to the Territorial Government. The revision to the Program description is required to clarify Program Objectives.

Illustration



DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

E. PROGRAM INFORMATIONProgram Highlight Schedules (Not illustrated)

79. A department may wish to prepare summary schedules which present an overall view of a Department's requirements for a program. The use of this type of presentation is optional and the type of information presented, if any, is up to the Department. Some examples are:

- summary of estimates for a program by activity; and
- graphic presentations of estimates trend.

80. These all-inclusive schedules may contain a variety of information and may be presented in any format that the Department wishes. Their purpose is to give senior departmental management and Treasury Board an overall picture of a program without having to refer to several schedules. Since this type of schedule is designed to present a maximum amount of information it may have to be reduced by a photographic reduction process.

Program Memorandum (Example pages 5.71 and 5.72)

81. The purpose of this memorandum is to up date the Program Memorandum contained in the Program Forecast submission by emphasizing changes in the financial implications of the program from the earlier submission for the benefit of senior departmental officers and Treasury Board staff.
82. Since the circumstances of each department will vary, no single form of presentation can be prescribed. Some general guidelines, however, are to be followed:
- the memorandum is to indicate any changes in program objectives and policies since the Program Forecast which have an effect on financial requirements.

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

- major differences between the budgetary expenditure ceilings struck for the Estimates year following the Program Forecast review and the totals proposed in the Main Estimates submission are to be disclosed and explained. Where the dollar ceiling figure is exceeded as a result of under-estimating the cost of a level of output agreed to after the Program Forecast review, the consequences of reducing the Estimate to the dollar ceiling should be clearly set forth.
- major differences in the forecast of expenditures for the Current Year between the Program Forecast submission and the Main Estimates submission are to be disclosed and explained.

The Category - Group Salary Costing

83. The following method of costing salary requirements is to be used by all departments and agencies, except for armed services personnel and uniformed personnel of the R.C.M.P. The column numbers below refer to columns in the illustration which follows.

- |        |  |
|--------|--|
| Col. 1 | The average annual rate in effect on April 1 of the Current Year for members of the Group in the program. (Take gross salary for each employee within a Group, from the preceeding month-of-March payroll, and obtain average salary for the Group). |
| Col. 2 | The percent adjustment, as derived from actual rates of general salary increases, for agreements signed but which was not reflected in the March pay of the Past Year (i.e. in the amount used in arriving at the average salary shown in Col. 1).   |
| Col. 3 | The rate adjusted after applying the percentage increase shown in Col. 2.  |
| Col. 4 | The average annual rate, inclusive of a percent allowance for promotions, reclassifications and annual merit increases for the Current Year (CY) and the New Year (NY) to be announced by Treasury Board in the annual letter calling for Estimates. |

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

- |        |  |
|--------|--|
| Col. 5 | The expected man-year utilization for the Group for the New Year (NY).   |
| Col. 6 | The expected salary costs for the Group for the New Year (NY), exclusive of any provision for general salary increases for periods not covered by collective bargaining agreements.                                      |
| Col. 7 | An assumed provision for general salary increases, using the percentages announced by Treasury Board, in the annual letter calling for Estimates, pertaining to periods not covered by collective bargaining agreements. |
| Col. 8 | Provision for general salary increases (Amount in Col 6 x percent in Col. 7). The total of amounts in this column will be known as the "Salary Adjustment Reserve Allotment".  |
| Col. 9 | Forecast total salary cost for the Group for the New Year (NY). (Col. 6 plus Col. 8)   |
84. The total man-years of Col. 5 for all Groups must equal that shown in Printer's Plate "H" for the program. The sub-total of Column 9 should be struck for regular time salaries and wages and to this should be added estimated overtime expenditures to give the total salaries and wages forecast for the program. This should equal the amount shown for Object 1 "Salaries and Wages" on printer's plate "G".
85. When an amendment to printer's plates is made which affects salaries and wages, a revised salary costing schedule must be submitted. At all times the totals on the salary costing schedule must be the same as shown on printer's plates for salaries and wages and for man-years.
86. For agencies designated as separate employers under the Public Service Staff Relations Act, the same costing method is to be used except that the groupings will be those used in salary determination and collective bargaining.



SALARY COSTING FORECAST

CATEGORY & GROUP	DEPARTMENT		PROGRAM		Plus % For Reclasse & Annual Increment for CY and NY	Expected Man-Year Utilization New Year (NY)
	Average Annual Salary In effect April 1, CY	Adjustment to Rate for Signed Agreements %	New Rate			
	(1)	(2)	(3)	(4)	(5)	
EXECUTIVE	23,000	5.0	24,150	24,633	2	
SCIENTIFIC AND PROFESSIONAL Actuarial Sciences	16,305	15,48(a)	18,829	19,206	15	
ADMINISTRATIVE & FOREIGN SERVICE						
Administrative Services	13,015	-	13,015	13,275	34	
Financial Administration	15,400	-	15,400	15,708	22	
Information Services	13,000	-	13,000	13,260	4	
ADMINISTRATIVE SUPPORT						
Clerical and Regulatory	6,360	-	6,360	6,487	130	
Secretarial, Steno- graphic, etc.	4,912	-	4,912	5,010	105	
OPERATIONAL						
General Labour & Trades	6,720	20.23(c)	8,079	8,241	12	
General Services	5,600	5.0 (e)	5,880	5,998	4	
					328	

PAGE 4.38

DATE Rev. Aug/71

Illustration

- (a) provides for signed contract of 6% effective July 1, 1970, 5% effective July 1, 1971 and 5% July 1, 1972.
- (c) provides for signed contract of 7% effective Oct. 1, 1968, 6% Oct. 1, 1969 and 6% Oct. 1, 1970.
- (e) provides for final year of signed contract effective Oct. 1, 1971.

SALARY COSTING FORECAST

Illustration

CATEGORY & GROUP	DEPARTMENT		PROGRAM		Forecast Total Salary New Year NY
	Salary Costs New Year (NY) excluding provision for Salary Revisions not covered by Coll. Barg. Agreements	Provision for Salary Revisions Not covered by Agreements			
			%	Amount	
EXECUTIVE	(6)	(7)	(8)	(9)	
	49,266	1.27	616		49,882
SCIENTIFIC AND PROFESSIONAL Actuarial Sciences	288,090	-	-		288,090
ADMINISTRATIVE & FOREIGN SERVICE	451,350	13.01(b)	58,721		510,071
Administrative Services	345,576	13.01(b)	44,959		390,535
Financial Administration	53,040	13.01(b)	6,900		59,940
Information Services					
ADMINISTRATIVE SUPPORT	843,310	13.01(b)	109,715		953,025
Clerical and Regulatory					
Secretarial, Steno- graphic, etc.	526,050	13.01(b)	68,439		594,489
OPERATIONAL	98,892	6.75(d)	6,676		105,567
General Labour & Trades	23,992	2.5 (f)	600		24,592
General Services					
	2,679,566		296,625		2,976,191
Overtime.....					118,129
Total Salaries and Wages.....					3,094,320

(b) provides for 5% per year from Oct. 1, 1970.

(d) provides for 5% per year from Dec. 1, 1971.

(f) provides for 5% effective Oct. 1, 1972.

Illustration



## MAIN ESTIMATES - INSTRUCTIONS

F. ACTIVITY INFORMATION (Example page 5.73)General

87. A standard form of presentation is to be used to support the "Program by Activity" information contained on Printer's Plate D. Separate forms are to be used to support each activity and there is also to be a separate form for each of the three types of sub-votes within each activity where applicable. All schedules and information on a single activity are to be grouped within the submission. The summaries will contain financial and manpower information as applicable:
- by sub-activities or projects and
  - by standard objects of expenditure
88. Summaries may, however be structured to reflect the nature or purpose of the various types of operations making up the activity and to show the Departments' way of thinking about future costs. If after study it is found that the activity is of so homogeneous a character that there are in reality no sub-activities, a responsibility centre or regional breakdown will have to be used.
89. The purpose of the Activity Summaries is to relate the amounts requested in the Main Estimates to the levels established following the Program Forecast review, and to provide information on specific resource requirements.
90. Supporting narratives are to be prepared for each sub-vote or Activity Summary. The purpose of the narrative is to highlight and comment on the unusual features of the schedules. In preparing the narratives:
- include items on an exception basis only where there is something worth saying or where the information on the schedules would be otherwise misleading; and
  - explain all departures from the detail provided in support of the Program Forecast.
91. During the Program Forecast review the Board or Board staff may raise questions - for example, on alternative courses of action - which cannot be answered at that time. Explanatory notes will be expected to deal with these questions.

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

Operating (Expenditures)

92. This schedule shows both financial and manpower information by sub-activity. Standard object information is shown only for the activity as a whole.
93. The "total man-years" figures include the man-year usage for full-time positions and for casual assistance. The man-year equivalent for full-time positions is to be derived by abating the number of full-time positions to reflect:

- (a) anticipated turnover during the year, and
- (b) delays in recruiting.

The abated numbers will be the man-year figures and will be shown in brackets under the "Strength" figures.

94. In completing this form:
- enter data in order of sub-activities, (and objects of expenditure), providing appropriate headings to eliminate any uncertainty as to the nature of the information; and
  - use separate pages if each type of information requires one page or more.
95. In presenting explanatory notes:
- indicate standards used in determining amounts required;
  - explain major or non-recurring expenditures which distort Current Year's Estimates;
  - comment on any unusual trends or relationships in the schedules; and
  - cross-index the schedules to the narrative.

Capital (Expenditures)

96. Two separate schedules are to be prepared for each activity where "construction and acquisition" sub-votes exist.
- The first schedule is a listing by standard objects for the PY, CY and NY

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

- The second schedule is a listing of the general categories or kinds of projects (under \$250,000) provided for in the Estimates submission but not identified on Printer's Plate J. A single entry showing the total of the items on Printer's Plate J is sufficient to reconcile to the activity total of Capital Expenditures shown on Printer's Plate D2.

97. This listing is to be adequate to disclose the essential nature of the department's capital program. Small, recurring expenditures are not to be detailed. Each department is to consult the Treasury Board program officer and reach agreement on the dollar amount below which categories or kinds of project will not be listed. It is expected that this limit will vary from department to department. In explanatory notes significant changes in the approved cost of projects should be explained.

Grants and Contributions (not illustrated)

98. Explanatory notes are to be prepared for each activity in which provision is made for increases in grants listed in the Program Forecast submission or for new grants. Such changes are to be identified and an explanation given for each. Treasury Board minute numbers are to be shown for those for which program approval has been given.



DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

G. OTHER INFORMATIONProgram Revenue Summary (Example Page 5.85)

99. A summary is to be prepared providing data on the amounts of revenue to be shown on Printer's Plate D "Program by Activities". This includes both revenue which is available for further expenditure as permitted in the vote wording, and revenue which is credited to the Consolidated Revenue Fund. In the latter case, the revenue items are to be limited to those that arise directly as a result of expenditures provided in the votes. Questionable items are to be discussed with Treasury Board staff before inclusion.
100. Revenue which may be credited back to the vote for respending is to be shown separately from revenue that is credited to the Consolidated Revenue Fund. Where a single schedule is used to report both types of revenue, a total is to be shown for each. Since the major sources of revenue will be identified on Printer's Plate D it will only be necessary to detail the revenues shown under the "Other" entries; the major sources may be grouped in one entry so that the totals shown in this summary will agree with the two totals on Printers Plate D.
101. If possible these revenues should be related to the specific activities which generate them and explanatory notes are to be attached wherever this will aid in understanding the analysis.

Program Services Provided Without Charge  
by Other Departments (Example page 5.86)

102. A summary is to be prepared for each program showing services provided without charge by other departments and to show the cost of accommodation the department occupies in its own buildings as shown on Printer's Plate D "Program by Activities". The summary is to identify the departments providing service, the type of service and the rates or basis for each type of service.
103. Explanatory notes are to be attached wherever this will aid in understanding the analysis.
104. This summary is to be revised whenever the material is affected by an amendment to Printer's Plates.

DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

Services Provided Without Charge to Other Departments  
(Not illustrated)

105. A standard form of presentation is to be used to provide details on the cost of services provided without charge to other departments as shown on Printer's Plate D "Program by Activities" of the user Departments.
106. Since the basis of estimating the costs of services provided without charge to other departments will have been established at the time of the Program Forecast submission, the purpose of this form is to up-date estimates of the quantity of services required based on decisions made by the benefitting Departments in preparing their Main Estimates. It is the responsibility of the providers of these services to ensure that user departments are provided with this information for inclusion, by program, in their Estimates submissions.
107. Two forms are to be completed:
- the first to identify the types of services provided and the items making up such services; and
  - the second to identify the Departments receiving services.
- The first form is to show the types of services and basis of the charges to other departments; the second form is to show the departments receiving service which will permit Treasury Board staff to check amounts included in the Estimates of benefitting departments as "Services provided by other departments" to ensure that the Estimates are arithmetically correct.
108. Explanatory notes are to be attached wherever this will aid in the understanding of the analysis. In such notes, emphasis should be placed on justifying the unit cost being charged to other departments, since the benefitting departments are responsible for justifying their need.
109. This summary is to be revised whenever the material is affected by an amendment to Printers Plates.



DATE Rev. Aug/71

## MAIN ESTIMATES - INSTRUCTIONS

Continuing Full-Time Employment by Occupational Category,  
Group and Level (Example pages 5.88 and 5.89)

110. The purpose of this schedule is to indicate the occupational profile by showing the required distribution of the approved target for the number of continuing full-time employees at the end of the Estimates Year (NY) by occupational group and level within the classification system.
111. In completing this schedule:
- the total of the continuing full-time employees in the first column will correspond with the planned year-end strength.
  - in the case of the columns headed one to eight, insert the number of employees expected at each level. In the case of occupational groups with more than eight levels, use a second line, placing the number of requirements in level 9 in brackets on a second line under level 1, requirements in level 10 in brackets under level 2 and so forth.
  - in those occupational groups for which classification conversion is not complete and entries can only be made in terms of class and grade, where possible state the expected occupational group and enter the existing class title in brackets.
  - the actual mid-year and the expected year end strength for the Current Year is to be shown by category and group only.



**CHAPTER**  
**5**

**MAIN ESTIMATES**

**ILLUSTRATIONS**



## CHAPTER 5

MAIN ESTIMATES ILLUSTRATIONS

## TABLE OF CONTENTS

	<u>Page No.</u>
PRINTER'S PLATES	
SOLICITOR GENERAL	
Printer's Plate A - General Summary	5.03
C-ROYAL CANADIAN MOUNTED POLICE	
Printer's Plate C - Program Summary by Vote	5.07
Printer's Plate D1-5 - Program by Activities	5.11
Printer's Plate F - Program Description	5.41
Printer's Plate G - Objects of Expenditure	5.47
Printer's Plate H - Manpower	5.51
Printer's Plate J - Major Capital Projects	5.55
Printer's Plate K - Grants and Contributions	5.57
SUPPLY AND SERVICES	
SERVICES PROGRAM - COMPUTER SERVICES BUREAU	
REVOLVING FUND	
Printer's Plates E1-3 - Program by Activities (Revolving Fund)	5.61
Printer's Plate F - Program Description (Revolving Fund)	5.67
Printer's Plate H - Manpower	5.69
SUPPORTING MATERIAL	
Program Highlight Schedules	not illustrated
Program Memorandum	5.71
ACTIVITY INFORMATION	
National Police Services	5.73
Administration	5.79
OTHER INFORMATION	
Program Revenue Summary	5.85
Program Services Provided Without Charge by Other Departments	5.86
Services Provided Without Charge to Other Departments	not illustrated
Continuing Full-Time Employment by Occupational Category, Group and Level	5.88





## SOLICITOR GENERAL

AE-SG-XXXX-00

DATE Rev. Aug/71

## General Summary

Page	Vote No.	Program	ESTIMATES			Expenditures PY
			NY	CY	Change*	
(thousands of dollars)						
A - DEPARTMENT						
		Administration Program				
(S)		Solicitor General-Salary and Motor Car Allowance.....	17	17	.....	
1		Program expenditures.....	530	510	20	
		Total Program.....	547	527	20	
					517	
B - CORRECTIONAL SERVICES						
		Correctional Services Program				
5		Penitentiary Service-Operating expenditures	43,600	40,500	3,100	
10		Penitentiary Service-Capital expenditures..	15,400	15,000	400	
15		National Parole Board-Operating expenditures.....	5,000	4,500	500	
(S)		Pensions and other benefits.....	20	19	1	
-		Penitentiaries - Industrial and Stores Revolving Fund.....	.....	.....	.....	
		Total Program.....	64,020	60,019	4,001	
					58,021	

Instructions page 4.23



## SOLICITOR GENERAL

## General Summary

## C - ROYAL CANADIAN MOUNTED POLICE

	Law Enforcement Program	66,108	63,308	2,800	61,408
20	Operating expenditures.....	6,300	5,600	700	4,700
25	Capital expenditures.....	9,822	9,614	208	9,441
(S)	Pensions.....				
(S)	Royal Canadian Mounted Police Super-annuation Account-Additional interest payments.....	2,399	1,900	499	.....
	Total Budgetary.....	84,629	80,422	4,207	75,549
L30	Loans to authorize the operation of a revolving fund for the purpose of operating Royal Canadian Mounted Police Messes.....	80	.....	80	.....
-	Appropriations not required for NY.....	.....	300	(300)	20
	Total Non-Budgetary.....	80	300	(220)	20
	Total Program.....	84,709	80,722	3,987	75,569

\*Bracketed figures in the "Change" column throughout the Estimates are decreases.

APPROVED

SOLICITOR GENERAL





C-Royal Canadian Mounted Police-Law Enforcement Program

	ESTIMATES			Expenditures PY
	NY	CY	Change	
	\$	\$	\$	\$
Vote 20 - Law Enforcement - Operating expenditures, the grants listed in the Estimates, contributions and authority to spend revenue received during the year.....	66,108,000	63,308,000	2,800,000	61,408,000
Vote 25 - Law Enforcement - Capital expenditures.....	6,300,000	5,600,000	700,000	4,700,000
Statutory - Pensions and other benefits.....	9,822,000	9,614,000	208,000	9,441,000
Statutory - Royal Canadian Mounted Police Superannuation Account - Additional interest on the balance in the Account.....	2,399,000	1,900,000	499,000	.....
	84,629,000	80,422,000	4,207,000	75,549,000

Non-Budgetary

Vote L30 - To authorize the operation of a revolving fund in the current and subsequent fiscal years, in accordance with terms and conditions approved by the Treasury Board, for the purpose of operating Royal Canadian Mounted Police messes, expenditures for such purposes to be charged thereto, the amount outstanding at any time not to exceed.....

80,000 ..... 80,000 .....

Instructions page 4.24



C-Royal Canadian Mounted Police-Law Enforcement Program

Appropriations not required for NY

Loan to increase to \$750,000 the amount that may be charged at any time to the Royal Canadian Mounted Police Cloth Revolving Fund.....

300,000 (300,000) .....

20,000

Other appropriations not required for NY.....

.....

20,000

(220,000)

300,000

80,000

Total Program.....

3,987,000

80,722,000

84,709,000

75,569,000



SOLICITOR GENERAL

C-Royal Canadian Mounted Police-Law Enforcement Program

PROGRAM BY ACTIVITIES  
(thousands of dollars)

4.25 page

<b>Operating</b>		<b>Fonctionnement</b>		<b>Expenditures PY</b>	
		Estimates NY	Forecast Expenditures CY	Change	
		-	-	-	-
		Prévisions n.a.	Dépenses prévues a.c.	Différence	Dépenses a.p.
<b>Man-Years Authorized NY</b>					
		-			
<b>Années-hommes autorisées n.a.</b>					
		-			
<b>Activity-Activité</b>					
<b>Enforcement of Federal Statutes and Executive Orders - Application des lois et des décrets fédéraux.....</b>					
National Police Services - Services nationaux de police.....	2,885	25,798	24,062	1,736	23,730
Police Services under Contract - Services de police en vertu de contrats.....	320	2,870	2,664	206	2,458
Support Services - Services de soutien.....	4,757	42,185	37,257	4,928	34,580
Administration - Administration.....	798	6,168	5,856	312	5,348
	2,240	22,656	22,099	557	21,691
	11,000	99,677	91,938	7,739	87,807





## SOLICITOR GENERAL

D1-SG-RCMP-01

## C-Royal Canadian Mounted Police-Law Enforcement Program

PROGRAM BY ACTIVITIES  
(thousands of dollars)

Less - Moins:					
Receipts and Revenues Credited to the Vote -					
Produits et recettes à valoir sur le					
crédit:					
Provincial Policing Contracts - Contrats	26,140	23,959	2,181	21,886	
de police avec les provinces.....					
Deductions from Members for Rations and					
Rent - Déductions sur les traitements					
pour repas et loyer.....	1,527	1,522	5	1,453	
Policing the Northwest Territories -					
Police des Territoires du Nord-Ouest.....	1,263	1,150	113	1,086	
Revenue from other Departments for Police					
Services - Recettes en provenance					
d'autres ministères pour services					
de police.....	1,570	1,469	101	1,575	
.....	30,500	28,100	2,400	26,000	
Total Estimates - Total des prévisions	11,000	63,838	5,339	61,807	
Less - Moins:					
Receipts credited to revenue - Produits					
portés en recettes:					
Municipal Policing Contracts - Contrats					
de police avec les municipalités.....	20,037	18,957	1,080	16,370	
Officers Pension Contributions - Coti-					
sations au régime de pension des					
agents.....	620	610	10	517	



## SOLICITOR GENERAL

SI-90-RCMP-01

## C-Royal Canadian Mounted Police-Law Enforcement Program

PROGRAM BY ACTIVITIES  
(thousands of dollars)

Refund of Provincial Gasoline Tax -  
 Remboursement de la taxe provinciale  
 sur l'essence.....  
 Receipts from other Federal Departments -  
 Produits en provenance d'autres  
 ministères.....  
 Other - Autre.....

625	615	10	595
78	78	.....	78
40	40	.....	40

21,400	20,300	1,100	17,600
--------	--------	-------	--------

## Add - A ajouter:

Services provided by other departments -  
 Services fournis par d'autres ministères.....  
 Accommodation provided by this department -  
 Locaux fournis par le Ministère.....

2,887	2,812	75	2,414
1,010	1,000	10	1,000

Total Cost of Program - Coût total  
 du programme.....

51,674	47,300	4,324	47,621
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SOLICITOR GENERAL

D2-SG-RCMP-01

DATE Rev. Aug/71

C-Royal Canadian Mounted Police-Law Enforcement Program

PROGRAM BY ACTIVITIES  
(thousands of dollars)

Capital					
Investissement					
	Estimates NY	Forecast Expendi- tures CY	Change	Expendi- tures PY	
	-	-	-	-	
	Prévisions n.a.	Dépenses prévues a.c.	Diffé- rence	Dépenses a.p.	
<u>Activity-Activité</u>					
Enforcement of Federal Statutes and Executive Orders - Application des lois et des décrets fédéraux.....	550	1,467	(917)	450	
National Police Services - Services nationaux de police.....	1,442	90	1,352	100	
Police Services under Contract - Services de police en vertu de contrats.....	1,782	2,350	(568)	1,950	
Support Services - Services de soutien.....	665	610	55	1,000	
Administration - Administration.....	1,861	1,083	778	1,200	
	6,300	5,600	700	4,700	



## SOLICITOR GENERAL

D2-SG-RCMP-01

DATE Rev. Aug/71

## C-Royal Canadian Mounted Police-Law Enforcement Program

PROGRAM BY ACTIVITIES  
(thousands of dollars)

## Less - Moins:

Receipts and Revenues Credited to the Vote -  
Produits et recettes à valoir sur le  
crédit:

Provincial Policing Contracts - Contrats  
de police avec les provinces.....  
Deductions from Members for Rations and  
Rent - Déductions sur les traitements  
pour repas et loyer.....  
Policing the Northwest Territories -  
Police des Territoires du Nord-Ouest.....  
Revenue from other Departments for Police  
Services - Recettes en provenance  
d'autres ministères pour services  
de police.....

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Total Estimates - Total des prévisions.....

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## Less - Moins:

Receipts credited to revenue - Produits  
portés en recettes:

Municipal Policing Contracts - Contrats  
de police avec les municipalités.....  
Officers Pension Contributions - Coti-  
sations au régime de pension des  
agents.....

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D2-SG-RCMP-01

## SOLICITOR GENERAL

## C-Royal Canadian Mounted Police-Law Enforcement Program

PROGRAM BY ACTIVITIES  
(thousands of dollars)

Refund of Provincial Gasoline Tax -				
Remboursement de la taxe provinciale				
sur l'essence.....	.....	.....	.....	.....
Receipts from other Federal Departments -				
Produits en provenance d'autres				
ministères.....	.....	.....	.....	.....
Other - Autre.....	.....	.....	.....	.....
<hr/>				
Add - A ajouter:				
Services provided by other departments -				
Services fournis par d'autres ministères.....	.....	.....	.....	.....
Accommodation provided by this department -				
Locaux fournis par le Ministère.....	.....	.....	.....	.....
<hr/>				
Total Cost of Program - Coût total	6,300	5,600	700	4,700
du programme.....	.....	.....	.....	.....





SOLICITOR GENERAL

DATE Rev. Aug/71

D3-SG-RCMP-01

C-Royal Canadian Mounted Police-Law Enforcement Program

PROGRAM BY ACTIVITIES  
(thousands of dollars)

Grants and Contributions  
Subventions et contributions

Estimates NY	Forecast Expendi- tures CY	Change	Expendi- tures PY
-	-	-	-
Prévisions n.a.	Dépenses prévues a.c.	Diffé- rence	Dépenses a.p.
797	780	17	769
93	91	2	91
7,347	7,318	29	7,299
254	249	5	246
661	646	15	637
9,152	9,084	68	9,042

Activity-Activité

Enforcement of Federal Statutes and Executive  
Orders - Application des lois et des  
décrets fédéraux.....  
National Police Services - Services nationaux  
de police.....  
Police Services under Contract - Services de  
police en vertu de contrats.....  
Support Services - Services de soutien.....  
Administration - Administration.....



## SOLICITOR GENERAL

D3-SG-RCMP-01

DATE Rev. Aug/71

## C-Royal Canadian Mounted Police-Law Enforcement Program

PROGRAM BY ACTIVITIES  
(thousands of dollars)

## Less - Moins:

Receipts and Revenues Credited to the Vote -  
Produits et recettes à valoir sur le  
crédit:

Provincial Policing Contracts - Contrats  
de police avec les provinces.....  
Deductions from Members for Rations and  
Rent - Déductions sur les traitements  
pour repas et loyer.....  
Policing the Northwest Territories -  
Police des Territoires du Nord-Ouest.....  
Revenue from other Departments for Police  
Services - Recettes en provenance  
d'autres ministères pour services  
de police.....

.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Total Estimates - Total des prévisions.....

.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

## Less - Moins:

Receipts credited to revenue - Produits  
portés en recettes:

Municipal Policing Contracts - Contrats  
de police avec les municipalités.....  
Officers Pension Contributions - Coti-  
sations au régime de pension des  
agents.....

.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....





SOLICITOR GENERAL

D3-SG-RCMP-01

DATE Rev. Aug/71

C-Royal Canadian Mounted Police-Law Enforcement Program

PROGRAM BY ACTIVITIES  
(thousands of dollars)

Refund of Provincial Gasoline Tax -				
Remboursement de la taxe provinciale				
sur l'essence.....	.....	.....	.....	.....
Receipts from other Federal Departments -				
Produits en provenance d'autres				
ministères.....	.....	.....	.....	.....
Other - Autre.....	.....	.....	.....	.....
Add - A ajouter:				
Services provided by other departments -				
Services fournis par d'autres ministères.....	.....	.....	.....	.....
Accommodation provided by this department -				
Locaux fournis par le Ministère.....	.....	.....	.....	.....
Total Cost of Program - Coût total	9,152	9,084	68	9,042
du programme.....				



SOLLICITEUR GÉNÉRAL D4-SG-RCMP-01 DATE Rev. Aug/71

C-Gendarmerie royale du Canada-Programme  
d'application de la loi  
PROGRAMME PAR ACTIVITÉ  
(en milliers de dollars)

## BUDGETARY - BUDGÉTAIRE

Total

Total

Estimates NY	Forecast Expendi- tures CY	Change	Expendi- tures PY
-	-	-	-
Prévisions n.a.	Dépenses prévues a.c.	Diffé- rence	Dépenses a.p.

## Activity-Activité

Enforcement of Federal Statutes and Executive  
Orders - Application des lois et des  
décrets fédéraux.....  
National Police Services - Services nationaux  
de police.....  
Police Services under Contract - Services de  
police en vertu de contrats.....  
Support Services - Services de soutien.....  
Administration - Administration.....

27,145	26,309	836	24,949
4,405	2,845	1,560	2,649
51,314	46,925	4,389	43,829
7,087	6,715	372	6,594
25,178	23,828	1,350	23,528
115,129	106,622	8,507	101



SOLLICITEUR GÉNÉRAL D4-SG-RCMP-01 DATE Rev. Aug/71

C-Gendarmerie royale du Canada-Programme  
d'application de la loi,  
PROGRAMME PAR ACTIVITE  
(en milliers de dollars)

## Less - Moins:

Receipts and Revenues Credited to the Vote -  
Produits et recettes à valoir sur le  
crédit:

Provincial Policing Contracts - Contrats  
de police avec les provinces.....  
Deductions from Members for Rations and  
Rent - Déductions sur les traitements  
pour repas et loyer.....  
Policing the Northwest Territories -  
Police des Territoires du Nord-Ouest.....  
Revenue from other Departments for Police  
Services - Recettes en provenance  
d'autres ministères pour services  
de police.....

26,140	23,959	2,181	21,886
1,527	1,522	5	1,453
1,263	1,150	113	1,086
1,570	1,469	101	1,575

---

30,500

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---

2,400

---



---

26,000

---

Total Estimates - Total des prévisions.....

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6,107

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75,549

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## Less - Moins:

Receipts credited to revenue - Produits  
portés en recettes:

Municipal Policing Contracts - Contrats  
de police avec les municipalités.....  
Officers Pension Contributions - Coti-  
sations au régime de pension des  
agents.....

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20,037

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---

1,080

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16,370

---



---

610

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---

10

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517

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C-Gendarmerie royale du Canada-Programme  
d'application de la loi  
PROGRAMME PAR ACTIVITÉ  
(en milliers de dollars)

Refund of Provincial Gasoline Tax -				
Remboursement de la taxe provinciale				
sur l'essence.....	625	615	10	595
Receipts from other Federal Departments -				
Produits en provenance d'autres				
ministères.....	78	78	.....	78
Other - Autre.....	40	40	.....	40
	21,400	20,300	1,100	17,600
Add - A ajouter:				
Services provided by other departments -				
Services fournis par d'autres ministères.....	2,887	2,812	75	2,414
Accommodation provided by this department -				
Locaux fournis par le Ministère.....	1,010	1,000	10	1,000
Total Cost of Program - Coût total				
du programme.....	67,126	62,034	5,092	61,363



SOLLICITEUR GÉNÉRAL D5-SC-RCMP-01 DATE Rev. Aug/71

C-Gendarmerie royale du Canada-Programme  
d'application de la loi,  
PROGRAMME PAR ACTIVITÉ  
(en milliers de dollars)

NON-BUDGETARY - NON-BUDGÉTAIRE

(Loans, Investments and Advances

Prêts, placements et avances)

Estimates NY	Forecast Expendi- tures CY	Change	Expendi- tures PY
-	-	-	-

Prévisions n.a.	Dépenses prévues a.c.	Diffé- rence	Dépenses a.p.
--------------------	-----------------------------	-----------------	------------------

Activity-Activité

Enforcement of Federal Statutes and Executive  
Orders - Application des lois et des  
décrets fédéraux.....  
National Police Services - Services nationaux  
de police.....  
Police Services under Contract - Services de  
police en vertu de contrats.....  
Support Services - Services de soutien.....  
Administration - Administration.....

80 300 (220) 20





C-Gendarmerie royale du Canada-Programme  
d'application de la loi,  
PROGRAMME PAR ACTIVITE  
(en milliers de dollars)

Less - Moins:  
Receipts and Revenues Credited to the Vote -  
Produits et recettes à valoir sur le  
crédit:  
Provincial Policing Contracts - Contrats  
de police avec les provinces.....  
Deductions from Members for Rations and  
Rent - Déductions sur les traitements  
pour repas et loyer.....  
Policing the Northwest Territories -  
Police des Territoires du Nord-Ouest.....  
Revenue from other Departments for Police  
Services - Recettes en provenance  
d'autres ministères pour services  
de police.....

Total Estimates - Total des prévisions..... 80 300 (220) 20

Less - Moins:  
Receipts credited to revenue - Produits  
portés en recettes:  
Municipal Policing Contracts - Contrats  
de police avec les municipalités.....  
Officers Pension Contributions - Coti-  
sations au régime de pension des  
agents.....



SOLLICITEUR GÉNÉRAL D5-SG-RCMP-01 DATE Rev. Aug/71

C-Gendarmerie royale du Canada-Programme  
d'application de la loi  
PROGRAMME PAR ACTIVITÉ

Refund of Provincial Gasoline Tax -				
Remboursement de la taxe provinciale				
sur l'essence.....	.....	.....	.....	.....
Receipts from other Federal Departments -				
Produits en provenance d'autres				
ministères.....	.....	.....	.....	.....
Other - Autre.....	.....	.....	.....	.....
Add - A ajouter:				
Services provided by other departments -				
Services fournis par d'autres ministères.....	.....	.....	.....	.....
Accommodation provided by this department -				
Locaux fournis par le Ministère.....	.....	.....	.....	.....
Total Cost of Program - Coût total				
du programme.....	80	300	(220)	20



SOLICITOR GENERAL

C-Royal Canadian Mounted Police-Law Enforcement Program

Instructions page 4.26

OBJECTIVE

To control and reduce crime in Canada.

SUB-OBJECTIVES

- To contain and control within the Force's jurisdiction the criminal element and criminal activities in society.
- To enforce specified Federal Statutes.
- To maintain and operate for Canada a security and intelligence service.
- To enforce the Criminal Code, Provincial Statutes and Municipal By-laws under contractual arrangements with Provinces and Municipalities.
- To offer a cost free police service on a national basis to all law enforcement agencies by providing scientific crime detection laboratories, identification services and an automated police information system.

PROGRAM DESCRIPTION

Enforcement of Federal Statutes and Executive Orders - The investigative and overall directing function in the field of federal statute enforcement and national security.

-Certain responsibilities of other federal government departments undertaken by the Force on a cost basis.

-Operation of law enforcement and preventive patrols in coastal waters and on inland waterways.





SOLICITOR GENERAL

FE-SG-RCMP-01

DATE Rev. Aug/71

C-Royal Canadian Mounted Police-Law Enforcement Program

PROGRAM DESCRIPTION (Continued)

National Police Services - The operation of the Crime Detection Laboratories across Canada and the main Identification Branch and Canadian Police Information Centre at Ottawa.

-Provision of scientific and technical assistance by crime detection laboratories at Sackville, N.B., Ottawa, Regina, Edmonton and Vancouver to Canadian police forces and enforcement agencies in relation to criminal investigations and security matters.

-The Identification Branch is the central repository of criminal records and information. It gathers, maintains, classifies and preserves identification data and information received from all Canadian police forces, penal institutions, federal agencies and private citizens, furnishing information concerning such records to duly authorized agencies.

-The Canadian Police Information Centre will provide an integrated automated information system on crimes and criminals to serve the operational needs of the R.C.M.P. and all police forces in Canada.

Police Services Under Contract - Provincial policing arrangements effective in all provinces except Ontario and Quebec; the maintenance of law and order in the Yukon and Northwest Territories and other areas as designated by the Minister; municipal policing arrangements within the provinces where provincial agreements are in effect; enforcement of traffic laws on highways of contract provinces.

The costs are shared by the contracting provinces and municipalities and the federal government.



SOLICITOR GENERAL

FE-SG-RCMP-01

DATE Rev. Aug/71

C-Royal Canadian Mounted Police-Law Enforcement Program

PROGRAM DESCRIPTION (Continued)

Support Services - The Air Division provides transportation for police service personnel and prisoners, preventive patrols to isolated areas and air rescue operations.

Training - Recruit training at "Depot" Division, Regina. In-Service and centralized special training of R.C.M.P. members, members of other police forces and government personnel at "Depot" Division, Regina, "N" Division, Ottawa and at the majority of divisional headquarters. Specialized Training of outside police forces from Canada and other nations is provided as a National Police Service.

Administration - Commissioner's office and staff, central and divisional management, administrative support services and the management and operation of the revolving fund for the operation of the Royal Canadian Mounted Police Messes.





## SOLICITOR GENERAL

GE-SG-RCMP-01 DATE Rev. Aug/71

## C-Royal Canadian Mounted Police-Law Enforcement Program

## OBJECTS OF EXPENDITURE

Standard Object	Estimates NY	Forecast Expenditures		Change (thousands of dollars)	Expenditures PY
		CY			
		(thousands of dollars)			
OPERATING					
Civil Salaries and Wages.....(1)	8,244	7,842	402	7,520	
Pay and Allowances of the Force.....(1)	71,694	65,698	5,996	62,807	
Other Personnel.....(1)	5,579	5,413	166	5,280	
Transportation and Communications.....(2)	4,400	4,200	200	3,950	
Information.....(3)	110	105	5	100	
Professional and Special Services.....(4)	1,650	1,530	120	1,450	
Rentals.....(5)	1,600	1,300	300	1,200	
Purchased Repair and Upkeep.....(6)	700	650	50	600	
Utilities, Materials and Supplies.....(7)	3,900	3,700	200	3,600	
All Other Expenditures.....(12)	1,800	1,500	300	1,300	
	99,677	91,938	7,739	87,807	
CAPITAL					
Salaries and Wages.....(1)	250	250	.....	250	
Other Personnel.....(1)	50	50	.....	50	
Construction and Acquisition of Land, Buildings and Equipment.....(8)	2,000	2,050	(50)	900	
Construction and Acquisition of Machinery and Equipment.....(9)	4,000	3,250	750	3,500	
	6,300	5,600	700	4,700	

Instructions page 4.27

Instructions page 4.27



SOLICITOR GENERAL

C-Royal Canadian Mounted Police-Law Enforcement Program

OBJECTS OF EXPENDITURES

GRANTS, CONTRIBUTIONS AND OTHER TRANSFER PAYMENTS.....(10)	9,152	9,084	68	9,042
	115,129	106,622	8,507	101,549
LESS: RECEIPTS AND REVENUES CREDITED TO THE VOTE.....(13)	30,500	28,100	2,400	26,000
TOTAL.....	84,629	78,522	6,107	75,549



## SOLICITOR GENERAL

HE-SG-RCMP-01 DATE Rev. Aug/71

## C-Royal Canadian Mounted Police-Law Enforcement Program

## MANPOWER

	NY		CY		PY	
	Total Man-Years Authorized	Planned Continuing Employees on March 31, NY	Total Man-Years Authorized	Planned Continuing Employees on March 31, CY	Planned Continuing Employees on March 31, PY	Continuing Employees on Strength Sept. 30, PY
Public Servants						
Executive.....	3	3	3	3	3	3
Scientific and Professional.....	37	38	35	35	35	33
Administrative and Foreign Service.....	25	26	25	25	25	23
Technical.....	108	110	105	107	101	98
Administrative Support.....	1,396	1,417	1,328	1,348	1,256	1,220
Operational.....	105	106	104	106	103	95
	1,674	1,700	1,600	1,624	1,523	1,472
Members of the Force						
Commissioner.....	1	1	1	1	1	1
Deputy Commissioner.....	2	2	2	2	2	2
Assistant Commissioner.....	10	10	10	10	11	10
Chief Superintendent.....	9	9	9	9	9	9
Superintendent.....	47	48	46	47	45	44
Other Officers.....	139	140	132	133	131	128
Staff Sergeants.....	419	425	410	416	402	390
Sergeants.....	720	730	720	728	710	700
Corporals.....	1,783	1,810	1,700	1,725	1,624	1,564

Instructions page 4.27





## SOLICITOR GENERAL

## C-Royal Canadian Mounted Police-Law Enforcement Program

## MANPOWER

Constables.....	5,320	5,235	4,934	4,849	4,772	4,438	4,373	4,310
Special Constables.....	305	310	330	336	330	345	349	343
Special Constables(Limbo).	30	30	30	30	30	30	30	30
Civilian Members.....	414	420	396	402	396	375	380	370
Civilian Employees.....	127	128	125	127	125	123	124	120
	9,326	9,298	8,845	8,815	8,676	8,202	8,191	8,021
Total.....	11,000	10,998	10,445	10,439	10,266	9,702	9,714	9,493

Percentage change from  
preceding year.....

5.1\*

7.1

\* The increase arises from the need to provide for the expansion of Municipal and Provincial Police Services.



## SOLICITOR GENERAL

## C-Royal Canadian Mounted Police-Law Enforcement Program

## MAJOR CAPITAL PROJECTS

Projects by Activities	Previously Estimated Total Cost	Currently Estimated Total Cost	Forecast Expenditures to CY	Estimates NY	Future Years Require- ments
	(thousands of dollars)				
ENFORCEMENT OF FEDERAL STATUTES AND EXECUTIVE ORDERS					
Communication Equipment (T.B. 123457).....	.....	300	.....	300	.....
Vehicles (T.B. 123455).....	.....	225	.....	225	.....
NATIONAL POLICE SERVICES					
Photograph Transmission Equipment (T.B. 123459)....	.....	2,500	.....	1,300	1,200
ADMINISTRATION					
Composite Mess Building (T.B. 123458).....	.....	800	.....	800	.....
Addition to Headquarters Building (T.B. 123456)...	1,250	1,350	200	700	450

Instructions page 4.28





SOLICITOR GENERAL

C-Royal Canadian Mounted Police-Law Enforcement Program

GRANTS AND CONTRIBUTIONS

	Estimates NY \$	Forecast Expenditures CY \$
<u>GRANTS</u>		
SUPPORT SERVICES		
Grant to Canadian Equestrian Society.....	5,000	5,000
(S)-Pensions under the Royal Canadian Mounted Police Pension Continuation Act (R.S.c. R-10).....	249,000	244,000
	254,000	249,000
ADMINISTRATION		
Grant to the Canadian Association of Chiefs of Police.....	1,000	1,000
Grant to the Royal Canadian Mounted Police Veterans Association.....	1,000	1,000
Grant to the International Association of Chiefs of Police.....	1,000	1,000
(S)-Pensions under the Royal Canadian Mounted Police Pension Continuation Act (R.S.c. R-10).....	354,000	400,000
(S)-Compensation to members of the Royal Canadian Mounted Police for injuries received in the performance of duty (R.S.c. R-10).....	304,000	242,000
Item not required for NY		
Grant to the Canadian Society of Forensic Sciences.....	.....	1,000
	661,000	646,000

Instructions page 4.29



SOLICITOR GENERAL

C-Royal Canadian Mounted Police-Law Enforcement Program

GRANTS AND CONTRIBUTIONS

CONTRIBUTIONS

NATIONAL POLICE SERVICES

Canada's share of the costs of Forensic Sciences Institute..... 93,000      91,000

\_\_\_\_\_

\_\_\_\_\_

9,152,000      9,084,000



A-Department-Services Program-Computer Services  
Bureau Revolving FundPROGRAM BY ACTIVITIES  
(thousands of dollars)

## EXPENDITURES

-  
DEPENSES

Activity-Activité	Man-Years Authorized NY	Forecast NY	Forecast CY	Change	Actual PY
	Années- hommes autorisées n.a.	Prévues n.a.	Prévues a.c.	Différence	Réelles a.p.
Administration - Administration.....	8	290	252	38	255
Computer Services - Services d'informatique.....	48	2,620	1,974	646	1,862
Consultant Services - Services d'experts.....	34	405	381	24	250
Total Cost - Coût total.....	90	3,315	2,607	708	2,367
Excess expenditure carried forward to future years - Excédent des dépenses reporté aux années futures...	.....	.....	.....	.....	.....
Capital Expenditures - Dépenses d'investissement.....					
Computer Services - Services d'informatique.....	250				
Less - Moins:					
Available from accumulated provision for capital remplacement - Réserve disponible pour le remplacement du capital.....	150				
Total Estimates - Total des prévisions.....	100				

Instructions page 4.26





E2-DSS-XXXX-03-01      DATE    Rev.    Aug/71

## SUPPLY AND SERVICES

A-Department-Services Program-Computer Services  
 Bureau Revolving Fund

PROGRAM BY ACTIVITIES  
 (thousands of dollars)

## REVENUES

-

## RECETTES

	Forecast NY	Forecast CY	Change	Actual PY
	-	-	-	-
Activity-Activité	Prévues n.a.	Prévues a.c.	Différence	Réelles a.p.
Administration - Administration.....	.....	.....	.....	.....
Computer Services - Services d'informatique.....	3,100	2,553	547	1,909
Consultant Services - Services d'experts.....	455	336	119	193
Total Cost - Coût total.....	3,555	2,889	666	2,102
Excess expenditure carried forward to future years - Excédent des dépenses reporté aux années futures...	.....	.....	.....	.....



DATE Rev. Aug/71

APPROVISIONNEMENTS ET SERVICES

E3-DSS-XXXX-03-01

A-Ministère-Programme des services-Bureau des services d'informatique Fonds renouvelable

PROGRAMME PAR ACTIVITÉ  
(en milliers de dollars)

EXCESS EXPENDITURES (REVENUES)

DÉPENSES EXCÉDENTAIRES (RECETTES)

Forecast NY	Forecast CY	Change	Actual PY
-	-	-	-
Prévues n.a.	Prévues a.c.	Différence	Réelles a.p.

Activity-Activité

Administration - Administration.....  
Computer Services - Services d'informatique.....  
Consultant Services - Services d'experts.....

290 (480) ( 50)	252 (579) 45	38 99 (95)	255 ( 47) 57
-----------------------	--------------------	------------------	--------------------

Total Cost - Coût total.....

(240)	(282)	42	265
-------	-------	----	-----

Excess expenditure carried forward to future years -  
Excédent des dépenses reporté aux années futures...

2	242	.....	524
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A-Department-Services Program-Computer Services  
Bureau Revolving Fund

OBJECTIVE

To provide competitive data processing and related consulting services to government departments and agencies on a recovery basis.

PROGRAM DESCRIPTION

The Computer Services Bureau was created following the recommendation of the Royal Commission on Government Organization in July 1962. The Bureau operates on a Revolving Fund authorized by Vote L99e, Appropriation Act No. 4, 1966.

Administration - Includes senior management, office services and the accounting functions related to the buying and selling of computer time on behalf of other government departments.

Computer Services - Includes providing a data processing capability to departments and agencies by operating a large computer system and/or contracting for this with other government departments or commercial sources.

Consulting Services - Includes providing related data processing consulting services encompassing system design, implementation and software system development for business and scientific data processing.

Instructions page 4.27



SUPPLY AND SERVICES      HE-DSS-XXXX-03-01      DATE Rev. Aug/71

A-Department-Services Program-Computer Services  
Bureau Revolving Fund

MANPOWER

	NY		CY		PY	
	Total Man-Years Authorized	Planned Continuing Employees on March 31, NY	Total Man-Years Authorized	Planned Continuing Employees on March 31, CY	Planned Continuing Employees on March 31, PY	Continuing Employees on Strength Sept. 30, PY
Executive.....	1	1	1	1	1	1
Administrative and Foreign Service.....	50	50	50	49	48	45
Administrative Support.....	39	39	39	36	37	31
Total.....	90	90	90	86	85	77
Percentage change from preceding year.....	5.9					

Instructions page 4.27



DEPARTMENT SOLICITOR GENERAL - C - ROYAL  
CANADIAN MOUNTED POLICE  
PROGRAM LAW ENFORCEMENT  
SUBJECT Program Memorandum (page 1 of 2)  
SUB-VOTE ALL

DATE Rev. Aug/71

## CHANGES IN PLANS

The plans of the R.C.M.P. are the same as those set out in the Program Forecast submission with one exception. A decision has been made to install photograph transmission equipment in each division of the Force. The prime function of this equipment is to transfer fingerprints. The equipment will cost approximately \$2,500,000 of which \$1,300,000 will be spent in the new year.

COMPARISON WITH BUDGETARY  
EXPENDITURE CEILING

<u>Sub-Vote</u>	<u>Distribution of Budgetary Expenditure Ceiling</u>	<u>(\$000's) Submitted Estimates</u>	<u>Increase (Decrease)</u>
Operating Expenditures	99,477	99,677	200
Capital Expenditures	5,000	6,300	1,300
Grants and Contributions	<u>9,152</u>	<u>9,152</u>	<u>-</u>
TOTAL	<u>113,629</u>	<u>115,129</u>	<u>1,500</u>

The \$200,000 increase for the "Operating Expenditures" element is to provide for the costs of combatting the increase expected in counterfeiting in the "Enforcement of Federal Statutes and Executive Orders" Activity.

The \$1,300,000 increase for the "Capital Expenditures" element is the amount to be spent on photograph transmission equipment. The "National Police Services" Activity will bear the cost of this equipment.

Instruction page 4.35



MAIN ESTIMATES NY  
DEPARTMENT SOLICITOR GENERAL - C - ROYAL  
CANADIAN MOUNTED POLICE  
PROGRAM LAW ENFORCEMENT  
SUBJECT Program Memorandum (page 2 of 2)  
SUB-VOTE ALL

PAGE 5.72

DATE Rev. Aug/71

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REVISION OF CURRENT YEAR EXPENDITURE FORECAST

<u>Sub-Vote</u>	<u>In Program Forecast Submission</u>	<u>In Main Estimates Submission</u>	<u>Increase (Decrease)</u>
Operating Expenditures	91,838	91,938	100
Capital Expenditures	5,600	5,600	-
Grants and Contributions	<u>9,084</u>	<u>9,084</u>	<u>-</u>
	<u>106,522</u>	<u>106,622</u>	<u>100</u>

The \$100,000 increase for the "Operating Expenditure" element is due to an increase in the number of recruits and affects the "Support Services" Activity.

	MAIN ESTIMATES N Y	PAGE 5.73
DEPARTMENT	SOLICITOR GENERAL - C - ROYAL	
	CANADIAN MOUNTED POLICE	DATE Rev. Aug/71
PROGRAM	LAW ENFORCEMENT	
SUBJECT	Activity Summary - National Police Services (page 1 of 3)	
SUB-VOTE	Operating Expenditures	

	DESCRIPTION	\$'000's		
		PY	CY	ESTIMATES
	<u>BY SUB-ACTIVITY</u>			
	Identification Branch	1,608	1,764	1,870
	Crime Detection			
	Laboratories (note 1)	850	900	1,000
		2,458	2,664	2,870
	<u>BY STANDARD OBJECT</u>			
01	Personnel	2,058	2,234	2,370
02	Transportation and Communications	200	210	220
03	Information	20	25	28
04	Professional and Special Services (note 2)	40	45	90
05	Rentals	30	32	35
06	Purchased Repair and Upkeep	40	45	50
07	Utilities, Materials and Supplies	70	73	77
		2,458	2,664	2,870

Instruction pages 4.40 and  
4.41

DEPARTMENT SOLICITOR GENERAL - C - ROYAL  
 PROGRAM CANADIAN MOUNTED POLICE  
 LAW ENFORCEMENT

DATE Rev. Aug/71

SUBJECT Activity Summary - National Police Services (Page 2 of 3)

SUB-VOTE Operating Expenditures

DESCRIPTION	PLANNED MAN- YEARS NY	PLANNED STRENGTH MARCH 31, NY	TOTAL MAN- YEARS CY	PLANNED STRENGTH MARCH 31, CY	STRENGTH SEPT. 30, CY
<u>BY SUB-ACTIVITY</u>					
Identification Branch	200	195	200	196	181
Crime Detection					
Laboratories	120	115	115	114	114
	320	310 (300) *	315	310 (300) *	295
* Man years of full-time employment					

DEPARTMENT SOLICITOR GENERAL - C - ROYAL  
 PROGRAM CANADIAN MOUNTED POLICE  
 LAW ENFORCEMENT  
 SUBJECT Activity Summary - National Police Services (page 3 of 3)  
 SUB-VOTE Operating Expenditures

DATE Rev. Aug/71

EXPLANATORY NOTESNote 1 Crime Detection Laboratories

The four crime detection laboratories are part of "NPS" Division and are located at Ottawa, Regina, Vancouver and Sackville. The workload and unit cost information for each lab is as follows:

	<u>Ottawa</u>	<u>Regina</u>	<u>Vancouver</u>	<u>Sackville</u>	<u>Average</u>
Financial requirement (\$000's)	265	150	230	205	212
Personnel (man-years)	40	20	35	25	30
No. of investigations	1,800	1,000	1,500	900	1,300
No. of investigations per person	45	50	43	36	43
Average cost of investigation	147	150	153	227	163

The investigations conducted at the Sackville laboratory are primarily concerned with criminal investigations through chemical analysis. This is a highly specialized field and all analyses of this type are done at Sackville. The investigations usually take longer to complete than the routine laboratory investigations. This accounts for the low number of investigations per person and the high average cost.

Note 2 Professional and Special Services

A study is planned for the new year to consider the feasibility of using a computer to perform fingerprint searches and to perform other criminal identification functions. The amount set aside for this study is \$40,000.

DEPARTMENT SOLICITOR GENERAL - C - ROYAL  
CANADIAN MOUNTED POLICE

DATE Rev. Aug/71

PROGRAM LAW ENFORCEMENT

SUBJECT Activity Summary - National Police Services (page 1 of 3)

SUB-VOTE Capital Expenditures

DESCRIPTION	\$'000's		
	PY	CY	ESTIMATES
<u>BY STANDARD OBJECT</u>			
Construction and Acquisition of Machinery and Equipment	100	90	1,442
Instruction page 4.41			



DEPARTMENT SOLICITOR GENERAL - C - ROYAL  
 PROGRAM CANADIAN MOUNTED POLICE  
 LAW ENFORCEMENT  
 SUBJECT Activity Summary - National Police Services (page 2 of 3)  
 SUB-VOTE Capital Expenditures

DATE Rev. Aug/71

DESCRIPTION	\$'000's		
	TOTAL COST		NY
	CURRENTLY APPROVED	IN ESTIMATES SUBMISSION	ESTIMATES
<u>BY PROJECT</u>			
Photograph Transmission Equipment (As listed on Printer's Plate J. Note 1) Projects under \$50,000	-	2,500	1,300
Laboratory equipment	-	-	85
Photographic equipment	-	-	24
Miscellaneous equipment	-	-	33
			1,442

DEPARTMENT SOLICITOR GENERAL - C - ROYAL  
CANADIAN MOUNTED POLICE  
PROGRAM LAW ENFORCEMENT  
SUBJECT Activity Summary - National Police Services (page 3 of 3)  
SUB-VOTE Capital Expenditures

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EXPLANATORY NOTESNote 1: Photographic Transmission Equipment

Photographic transmission equipment will be acquired for every detachment having more than 30 men, which amounts to 250 detachments. The acquisition will be spread over two years with 130 units being acquired in the new year and 120 units in future years. The purpose of this equipment is to transfer fingerprint and other identification information such as photographs, to the central identification unit in Ottawa. This purchase was approved by TB 123456.

No increase in operating and maintenance costs is forecast for the new year since the equipment will not be acquired until late in the year and it is anticipated that full utilization will not begin until new year + 1.

However, starting in new year + 1 it is estimated that one person will be required to run each machine or 250 people in all. The estimated cost per man for salary, overhead and material and supplies is \$9,000. The estimated operating cost of \$2,250,000 per year will be spread among the various activities as follows:

Enforcement of Police Services under Contract	1,200,000
Enforcement of Federal Statutes and Executive Orders	900,000
National Police Services	<u>150,000</u>
	<u>\$2,250,000</u>

The cost of the acquisition of the equipment is all charged to National Police Services for the sake of expediency. The operating costs will be borne by the divisions and activities that usually use the equipment.



DEPARTMENT SOLICITOR GENERAL - C - ROYAL  
 PROGRAM CANADIAN MOUNTED POLICE  
 SUBJECT Activity Summary - Administration (page 2 of 3)  
 SUB-VOTE Operating Expenditures

DATE Rev. Aug/71

DESCRIPTION	PLANNED MAN- YEARS NY	PLANNED STRENGTH MARCH 31, NY	TOTAL MAN- YEARS CY	PLANNED STRENGTH MARCH 31, CY	STRENGTH SEPT. 30, CY
<u>BY SUB-ACTIVITY</u>					
Commissioner's Office	180	177	182	181	181
Personnel Administration (Note 2)	470	465	468	464	463
Supply and Finance	648	645	608	606	605
Central Registry	740	737	738	734	733
Telecommunications	202	201	201	198	191
	2,240	2,225 (2,220) *	2,197	2,183 (2,178) *	2,173
* Man-years of full-time employment.					

DEPARTMENT SOLICITOR GENERAL - C - ROYAL  
CANADIAN MOUNTED POLICE  
PROGRAM LAW ENFORCEMENT  
SUBJECT Activity Summary - Administration (page 3 of 3)  
SUB-VOTE Operating Expenditures

---

DATE Rev. Aug/71

EXPLANATORY NOTESNote 1 - Telecommunications

The average cost per facsimilie transmission has increased because the Force proposes to rent newly designed equipment at an annual rent of \$9,000. This will improve the speed of transmissions. The increased cost per message is believed to be justified, because of the importance of speed in law enforcement.

Note 2 - Professional and Special Services

Since preparing the Program Forecast submission, the Force has decided to carry out an organizational study. \$60,000 is provided under professional services for this purpose. This cost is charged to the Commissioner's Office, accounting for most of the increase in this sub-activity. Previously proposed changes in the personnel and central registry sub-activities are to be postponed, pending completion of the study, thereby permitting the total requirements for the activity to remain at the level forecast in the Program Forecast submission.



DEPARTMENT SOLICITOR GENERAL - C - ROYAL  
PROGRAM CANADIAN MOUNTED POLICE  
LAW ENFORCEMENT

DATE Rev. Aug/71

SUBJECT Activity Summary - Administration (page 1 of 3)  
SUB-VOTE Capital Expenditures

	DESCRIPTION	\$'000's		
		PY	CY	ESTIMATES
	<u>BY STANDARD OBJECT</u>			
08	Construction and Acquisition of Land, Buildings and Equipment.	845	733	1,500
09	Construction and Acquisition of Machinery and Equipment	355	350	361
		1,200	1,083	1,861

Instruction page 4.41

DEPARTMENT SOLICITOR GENERAL - C - ROYAL  
 PROGRAM CANADIAN MOUNTED POLICE  
 SUBJECT Activity Summary - Administration (page 2 of 3)  
 SUB-VOTE Capital Expenditures

DATE Rev. Aug/71

DESCRIPTION	\$'000's		
	TOTAL COST		NY
	CURRENTLY APPROVED	IN ESTIMATES SUBMISSION	ESTIMATES
<u>BY PROJECTS</u>			
Projects (as listed on Printer's Plate J)	1,950	2,150	1,500
Projects under \$250,000			
General Communications	-	-	161
Miscellaneous	-	-	200
			1,861

DEPARTMENT SOLICITOR GENERAL - C - ROYAL  
CANADIAN MOUNTED POLICE  
PROGRAM LAW ENFORCEMENT  
SUBJECT Activity Summary - Administration (page 3 of 3)  
SUB-VOTE Capital Expenditures

---

DATE Rev. Aug/71

EXPLANATORY NOTESNote 1 - Composite Mess Building

At the time of the Program Review, detailed plans had not been prepared for this building. The Department of Public Works has now completed the plans and advises that the probable cost when tenders are called will be in excess of their original estimate. The increase has been caused by the following items:

Increase in building costs - (5%)	\$40,000
Decision to incorporate existing mess facilities in the one building to save on operating costs in future years	120,000
Change in materials to comply with N.C.C. request	40,000
	<u>\$200,000</u>

DEPARTMENT SOLICITOR GENERAL - C - ROYAL  
 PROGRAM CANADIAN MOUNTED POLICE  
 LAW ENFORCEMENT  
 SUBJECT Program Revenue Summary  
 SUB-VOTE

DATE Rev. Aug/71

DESCRIPTION	\$'000's		
	PY	CY	ESTIMATES
<u>Receipts and Revenues Credited to the Vote</u>			
Receipts and Revenues as detailed in Plate D.	24,424	26,631	28,930
Revenue from other Departments for Police Services:			
Bank of Canada - Bank Guard Duties	228	235	245
Department of Agriculture - Racetrack Supervision	452	376	410
Department of Transport - Airport Policing	780	736	790
Royal Canadian Mint	116	122	125
	26,000	28,100	30,500
<u>Receipts Credited to Revenue</u>			
Receipts as detailed in Plate D	17,560	20,260	21,360
Other:			
Refunds of previous years expenditure	35	35	35
Repayment by Members of the Force for kit and clothing	5	5	5
	17,600	20,300	21,400

Instruction page 4.43

## MAIN ESTIMATES

PAGE 5.86

DEPARTMENT SOLICITOR GENERAL - C - ROYAL  
 PROGRAM CANADIAN MOUNTED POLICE  
 LAW ENFORCEMENT  
 SUBJECT Services provided without charge by other  
 Departments (page 1 of 1)  
 SUB-VOTE

DATE Rev. Aug/71

DESCRIPTION	\$'000's		
	PY	CY	ESTIMATES
Department of Public Works Accommodation	1,006	1,382	1,400
Department of Supply and Services Accounting and cheque issue service	465	480	500
Treasury Board Contribution to superannuation account	310	306	312
Contribution to Canada Pension Plan Account and Quebec Pension Plan Account	365	375	400
Employee surgical-medical insurance premium	191	199	203
Department of Labour Employee compensation payments	6	6	6
Post Office Carrying of franked mail	71	64	66
	2,414	2,812	2,887
Accommodation in department's own building	1,000	1,000	1,010

Instruction page 4.43





DEPARTMENT Solicitor General - C - RCMP

PROGRAM LAW ENFORCEMENT

SUBJECT Continuing Full-Time Employment by Occupational Category,  
Group and Level (Page 1 of 2)

PAGE

DATE Rev. Aug/71

Instruction page 4.45

OCCUPATIONAL CATEGORY AND GROUP (CLASS)	LEVEL OR GRADE OF CONTINUING FULL-TIME EMPLOYMENT ON LAST DAY OF ESTIMATES YEAR (NY)										CURRENT YEAR STRENGTH	
	TOTAL	1	2	3	4	5	6	7	8	SEPT. 30	MARCH 31	
		(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)			
EXECUTIVE												
Senior Executive (Senior Officer)	3	2	-	1	-	-	-	-	-	3	3	
SCIENTIFIC AND PROFESSIONAL												
Biological Sciences (Biologist)	10	-	6	3	1	-	-	-	-	9	10	
Law (Solicitor)	6	-	-	3	2	1	-	-	-	4	5	
	16									13	15	
ADMINISTRATIVE AND FOREIGN SERVICE												
Administrative Services	13	2	5	-	3	-	2	-	1	10	12	
Computer Systems Administration	3	-	2	-	1	-	-	-	-	2	3	
Financial Administration	3	-	-	1	-	1	-	1	-	2	2	
Personnel Administration	4	-	2	1	-	1	-	-	-	4	4	
Purchasing and Supply	4	-	2	-	1	-	1	-	-	4	4	
	27									22	25	
TECHNICAL												
Drafting and Illustration (Draftsman)	1	-	1	-	-	-	-	-	-	-	1	
General Technical (Technical Officer)	2	-	1	-	1	-	-	-	-	1	2	
(Technician)	4	-	3	1	-	-	-	-	-	3	4	
Radio Operation	2	1	1	-	-	-	-	-	-	2	2	
Technical Inspections (Technical Officer)	1	-	-	-	1	-	-	-	-	1	1	
	10									7	10	

MAIN ESTIMATES NY

PAGE  
DATE Rev. Aug/71

DEPARTMENT SOLICITOR GENERAL - C - RCMP

PROGRAM LAW ENFORCEMENT

SUBJECT Continuing Full-Time Employment by Occupational Category,  
Group and Level (Page 2 of 2)

Page 5.89

OCCUPATIONAL CATEGORY AND GROUP (CLASS)	LEVEL OR GRADE OF CONTINUING FULL-TIME EMPLOYMENT ON LAST DAY OF ESTIMATES YEAR (NY)										CURRENT YEAR STRENGTH	
	TOTAL	1 (9)	2 (10)	3 (11)	4 (12)	5 (13)	6 (14)	7 (15)	8 (16)	SEPT. 30	MARCH 31	
ADMINISTRATIVE SUPPORT												
Clerical and Regulatory	545	65	200	160	80	30	7	3	-	530	545	
Data Processing	3	-	1	-	1	-	1	-	-	2	2	
Secretarial, Stenographic and Typing	675	100	200	200	160	7	5	2	1	620	675	
Telephone Operation	18	15	2	1	-	-	-	-	-	15	18	
	1,241									1,167	1,240	
OPERATIONAL												
General Labour and Trades	62	-	10	4	8	-	6	2	22	55	60	
General Services	229	(4)	(4)	(2)	(-)	(-)	(-)	(-)	(-)	200	220	
Heating, Power and Stationary Plant Operations	48	8	20	18	2	-	-	-	-	45	48	
	339									300	328	
TOTAL BCR DIVISION SYSTEM	1,636									1,512	1,621	
Other	33									30	32	
TOTAL	1,669									1,542	1,653	



CHAPTER  
6

SUPPLEMENTARY ESTIMATES SUBMISSIONS

INSTRUCTIONS





## SUPPLEMENTARY ESTIMATES INSTRUCTIONS

DATE Sept./70

## CHAPTER VI

SUPPLEMENTARY ESTIMATES INSTRUCTIONS

## TABLE OF CONTENTS

	<u>Page No.</u>
A INTRODUCTION	6.03
Purpose of Supplementary Estimates Submission	6.03
Relationship to Main Estimates Submission	6.04
Timing	6.04
B GENERAL INSTRUCTIONS FOR SUPPLEMENTARY ESTIMATES SUBMISSIONS	6.05
General	6.05
Revised Expenditure Forecast of Major Statutory Items	6.06
New Major Capital Projects	6.06
Vote Structure and Standard Vote Wordings	6.06
Non-Standard Additions to Standard Vote Titles	6.07
Miscellaneous	6.08
Standard Forms	6.08
Sequence in which Components are to be Submitted	6.08
Manner of Submitting to Treasury Board	6.08
C PRINTER'S PLATE AA	6.09
General Instructions	6.09
Basic Information Instructions	6.09
Additional Detail Instructions	6.11
D SUPPORTING MATERIAL	6.13



## SUPPLEMENTARY ESTIMATES INSTRUCTIONS

DATE Sept./70

## A. INTRODUCTION

1. This chapter describes the procedures to be followed in preparing Supplementary Estimates submissions, and the following chapter illustrates the form to be followed in a typical Supplementary Estimates submission. All of the instructions in Chapter 4 relating to vote structure, standard vote wordings, legislating in Estimates and all other general instructions, except those relating to the Main Estimates specifically, apply to all Supplementary Estimates.
2. Items proposed for inclusion in any Supplementary Estimate are restricted to requirements that have received prior Treasury Board approval. Departments and agencies are expected to restructure priorities within existing programs and activities in order to provide offsetting reductions to finance Budgetary Supplementary Estimates items unless an overexpenditure has specifically been authorized by Cabinet or the Treasury Board at the time the program changes were authorized. (Refer to paragraph 7 for details).
3. Throughout this chapter when reference is made to Main Estimates, or Estimates already tabled, the reference is to such Estimates tabled in the fiscal year to which the particular Supplementary Estimate applies.

Purpose of Supplementary Estimates Submission

4. Supplementary Estimates submissions are expected to:
  - (a) provide information to be submitted to Parliament;
  - (b) provide explanatory material for use before parliamentary committees relative to the Estimates;
  - (c) translate proposals into specific resource requirements (program, activity, manpower, project etc.); and
  - (d) identify the source (within the applicable Ministry) of offsetting funds contained in Estimates already tabled to finance Supplementary Estimates proposals.

## SUPPLEMENTARY ESTIMATES INSTRUCTIONS

DATE Sept./70

Relationship to Main Estimates Submission

5. The Supplementary Estimates submission is to disclose approved changes in departmental expenditure plans for the year which require increases over those displayed in Estimates already tabled. It is not intended to be a complete updating of the Main Estimates submission in all respects. The two exceptions to the above are that Supplementary Estimates are to include revised expenditure forecasts of selected Statutory Items and information regarding new major capital projects.

Timing

6. The timetable and submission date for any set of Supplementary Estimates will be communicated to departments and agencies by letter from the Secretary of the Treasury Board.



## SUPPLEMENTARY ESTIMATES INSTRUCTIONS

DATE Sept./70

## B GENERAL INSTRUCTIONS FOR SUPPLEMENTARY ESTIMATES SUBMISSIONS

General

7. Items included in Supplementary Estimates submissions are to have prior approval of the Treasury Board. This approval is to be sought in the form of a prior specific submission to Treasury Board as soon as any requirement for a Supplementary Estimates item becomes known and the specific submission is to:
- (a) identify the program and the vote concerned and specify the amount requested;
  - (b) explain why the internal departmental priorities cannot be rearranged within the appropriation affected in order to permit the new requirement to be met from already approved Estimates;
  - (c) identify any appropriation within the Ministry concerned in which a lapse in expenditures is likely to occur or in which a reduction will be made in order to offset the supplementary requirement and indicate the new level of the appropriation so reduced - offsets will not be used to finance Loans, Investments and Advances items;
  - (d) identify the operations, projects, grants or contributions for which expenditures would be reduced because of the offset; and
  - (e) include a draft of legislative additions to vote titles proposed for inclusion in Supplementary Estimates.

The specific submission may also include where applicable, a request for a temporary allotment from the Treasury Board Contingencies Vote specifying the amount.

8. The Supplementary Estimates submission is to identify, in the supporting material explaining the requirement, the relevant Treasury Board minute number for each item and confirm that the lapse in the vote concerned or the offset in another appropriation within the Ministry will take place.

## SUPPLEMENTARY ESTIMATES INSTRUCTIONS

DATE Sept./70

9. Supplementary Estimates are to reflect the program/activity structure most recently approved by Treasury Board. In most cases the structure will be that appearing in the most recently tabled Main Estimates. Where a new program has been approved since the prior Main Estimates that program will appear in Supplementary Estimates in the structure approved for those Estimates and the full program display will appear in the next Main Estimates.
10. Each set of Supplementary Estimates for a fiscal year is to be identified alphabetically with the first set designated (A), the second (B) and so on.

Revised Expenditure Forecast of Major Statutory Items

11. Each set of Supplementary Estimates is to include revised expenditure forecasts for statutory items which amount to \$1,000,000 or more in the Main Estimates but the revisions are only to be included in Supplementary Estimates when the change upwards or downwards is 10% or more of the previous forecast and also amounts to \$1 million or more.

New Major Capital Projects

12. New major capital projects not approved by Treasury Board in time for inclusion in the Main Estimates as well as those projects approved during the fiscal year are to be included in the first available set of Supplementary Estimates whether supplementary funds are being requested or not. That is, if new projects as stated in the previous sentence are financed, in whole or in part, by supplementary funds or by offsets or from within the same vote, they are to be listed. The purpose is to bring up to date the information supplied under comparable headings in Estimates already tabled. New major capital projects are ones with a total cost of \$250,000 where there are proposed expenditures in the Current Year.

Vote Structure and Standard Vote Wordings

13. The vote structure and standard vote wordings to be used in Supplementary Estimates are those which are described and illustrated in Chapters 4 and 5 of this manual and which are used in the Main Estimates. Standard additions to vote wordings are to be made where necessary (e.g. where a Supplementary Estimate submission includes contributions in a vote which included only grants in the

## SUPPLEMENTARY ESTIMATES INSTRUCTIONS

DATE Sept./70

vote title in the Main Estimates, the words "and contributions" are to be added).

14. In cases where a Supplementary Estimates submission requires the inclusion of a new standard vote or votes (e.g. - a new program appearing in Estimates for the first time) the standard vote structure and wordings are to be used.
15. All Supplementary Estimates vote wordings are to be preceded by the program name.

Non-Standard Additions to Standard Vote Title

16. In cases where additional authority other than that existing in substantive legislation or in Estimates already tabled is sought, and where other legislative restrictions are to be imposed, the necessary wording is to come after the standard vote wording.
17. It is not possible to list examples of all non-standard additions that could arise. However, the wording to provide authority for the transfer of funds from one appropriation to another within a Ministry is to take the following standard form in cases where the new requirement is reduced to \$1.

"To authorize the transfer of \$xxx,xxx  
from Agriculture Vote xx, Appropriation  
Act No. xx, 19xx for the purposes of  
this Vote".....\$1

18. In cases where there is a transfer of funds but the amount is not reduced to \$1, the words "and to provide a further amount of..." are to be added to the above phrase.
19. There will be instances in which non-standard additions to vote titles in Main Estimates will have no relevance to the Supplementary Estimates items appearing for the particular vote. In these instances the non-relevant words should be omitted from the vote titles in Supplementary Estimates.
20. In some circumstances it may be inappropriate to add additional authorities to standard vote titles and in such cases the authorities will require separate votes. Cases of this kind will be dealt with as they arise.



## SUPPLEMENTARY ESTIMATES INSTRUCTIONS

DATE Sept./70

Miscellaneous

21. The instructions for the presentation of multiple page schedules and the principles concerning Salary Increases and General Price Increases are to be found in Chapter 4 of this Manual.

Standard Forms

22. Two standard forms are used in Supplementary Estimates submissions. The first, Printer's Plate AA Supplementary Estimates, in English and French, serves as a manuscript for the printing of Supplementary Estimates and is the basis of presentation to Parliament. Copies of these forms are available from No. 1 Supply Centre of the Department of Supply and Services (English-catalogue no. 7540-21-859-4753; French - catalogue no. 7540-21-859-4754).
23. The second standard form, TB320-51, is to be used for explanation of requirements and explanations of the source of available funds. Copies of this form suitable for reproduction in departments and agencies will be made available.

Sequence in which Components are to be Submitted

24. Supplementary Estimates submissions are to contain the following information by program in the sequence listed below:

Printer's Plates AA in English and French

Supporting Material in English or French consisting of:

- (a) Explanations of requirements
- (b) Explanations of the source of available funds (where applicable)

Manner of Submitting to Treasury Board

25. Six copies of each submission are required by Treasury Board, one of which is to be signed by the Minister. The pages in the submission should be numbered in sequence but only the first page need be dated.

## SUPPLEMENTARY ESTIMATES INSTRUCTIONS

DATE Sept./70

## C PRINTER'S PLATE AA

General Instructions

26. Separate Printer's Plates for each program are to be submitted. Supplementary Estimates are to be prepared in both official languages and will, after printing, be bound in pamphlet form in a page for page presentation with English on the left and French on the right hand side.
27. This Printer's Plate is to display certain basic information which is a requirement for all Supplementary Estimate submissions and additional detail for submissions which:
- (a) require an object of expenditures breakdown that cannot be shown in the basic information section, or
  - (b) include plans for additional man-years or additions to year-end strength, or
  - (c) include provision for new major capital projects, or
  - (d) include new grants or contributions or increases to grants or contributions that appear in Estimates already tabled.
28. This plate contains only the pre-printed column headings necessary for a Supplementary Estimates submission of the kind that does not require additional detail. Where additional detail is necessary, the additional column headings are to be typed in by the department as required. In completing this Printer's Plate follow the applicable instruction set out in paragraph 37, Chapter 4 of this Manual. Blank paper may be used for subsequent pages in a submission where there is no need for the standard pre-printed headings. These pages should also be marked as Printer's Plate "AA".

Basic Information Instructions

29. Basic information for each Supplementary Estimates item is to be presented in two sections. the first section is to contain the following information:
- (a) The number of the vote followed by a lower case letter (a or b or c etc.) identifying the



## SUPPLEMENTARY ESTIMATES INSTRUCTIONS

DATE Sept./70

particular Supplementary Estimate. Any vote number appearing in Estimates for the first time is to be underlined.

- (b) The full standard title of the vote or statutory item including any relevant non-standard additions to standard vote wordings.
- (c) A first money column to show the amount for the vote or statutory item included in Estimates already tabled.
- (d) A second money column to show the amount of the net supplementary requirement including the increase or decrease to statutory items with decreases to statutory items shown in brackets.
- (e) A third money column to show the total of amounts described and referred to in (c) and (d) above.

30. Where two or more votes in a Program are being supplemented, a program total of the net amount to be supplemented is to be shown and in cases where Loans, Investments and Advances votes are included, a sub total for Budgetary Expenditures is to be shown as well. Amounts in this section are to be shown to the nearest dollar.

31 The second section is to show, by activity, to the nearest dollar, the gross financial requirements as defined above as well as an entry deducting the total of any offset bringing the net total of the new requirement into agreement with the net requirement shown in the first section. Plans for increases in man-years over the levels included in Estimates already tabled are also to be shown by activity.

32. Amounts for new budgetary requirements are to be coded to the appropriate object of expenditure. It will be possible to do this in this section only where the gross requirement for each activity can be coded to a single object of expenditure. Any amount offsetting the gross requirement is to be coded to object (13). The object number is to be shown in brackets at the left hand side of the second money column.

33. An example of a Printer's Plate of this type is illustrated on page 7.03.

## SUPPLEMENTARY ESTIMATES INSTRUCTIONS

DATE Sept./70

Additional Detail Instruction

34. Additional detail is to be included in Printer's Plates under the circumstances and according to the instruction outlined below.

(a) Objects of Expenditure

Where a new requirement cannot be coded as described in paragraph 32, that is, when the gross amount for each activity cannot be coded to a single object of expenditure, a table showing the requirements by object of expenditure is to be included with any offset coded to object (13). The table is to show the amounts for each object grouped under the appropriate sub-vote, and a total agreeing with the new budgetary requirement. The amounts in this table are to be rounded to the nearest thousand dollars.

(b) Manpower

Where the Supplementary Estimates submission contains plans for additional man-years or additions to year-end strength, a table displaying these requirements by category is to be shown. The figures in the two columns for strength and man-years are to be calculated in the same manner as for the Main Estimates submission and the man-year total is to agree with that shown in the basic information section of the Printer's Plate.

(c) New Major Capital Projects

Where the Supplementary Estimates submission contains new capital projects, a table listing each project, by activity, is to be included. The table is to show the estimated total cost of the project and the amount expected to be spent during the fiscal year. Future years' expenditures for the project need not be given as these will appear in the full "Major Capital Projects" table in the next Main Estimates. The Treasury Board minute number approving the project is to be included in this table. This reference will be deleted by Treasury Board staff before printing. The amounts in this

## SUPPLEMENTARY ESTIMATES INSTRUCTIONS

DATE Sept./70

table are to be rounded to the nearest thousand dollars.

(d) Grants and Contributions

In those Supplementary Estimates submissions which contain new grants or contributions, or increases to grants and contributions included in Estimates already tabled, each new item or increase is to be shown by activity. For new items, the wording is to be that approved in the relevant Treasury Board submission which authorized the item for inclusion in Supplementary Estimates. For increases in existing items, the wording is to be that displayed in Estimates already tabled. Amounts in this table are to be shown to the nearest dollar. Where funds have been allotted from the Treasury Board Contingencies Vote for new or increased grants, this fact is to be noted in brackets after the title of the item using the words illustrated in the example.

35. An example of a Printer's Plate including samples of all four types of additional detail is illustrated on pages 7.05 to 7.09.

## SUPPLEMENTARY ESTIMATES INSTRUCTIONS

DATE Sept./70

## D SUPPORTING MATERIAL (Examples page 7.11 to 7.12)

36. For each program, supporting material is to be submitted explaining the requirement. There are to be explanations for both voted and statutory items; statutory decreases are also to be explained. In addition, details and explanations of offsets are to be shown. The supporting material for each program should start on a new page.
37. Clear and concise explanations are to be given by activity and the relevant Treasury Board minute number which gave approval of the item for inclusion in Supplementary Estimates Submissions should be quoted.
38. Explanations for offsets are to be given which identify the expenditures for operations, projects, grants or contributions that are to be reduced. Where the source of the offset is outside the vote being supplemented, it is to be identified by program, vote number and title. In cases where offsets do not bring the requirement down to \$1, the explanation should indicate that the offsetting amount is the same or greater than that promised in the specific Treasury Board submission authorizing the item for inclusion in Supplementary Estimates. Manpower increases in a program may be justified by reductions in departmental priorities in another program. In such cases the department may wish to draw attention to the reduction in the explanation.





**CHAPTER**  
**7**

**SUPPLEMENTARY ESTIMATES SUBMISSIONS**

**ILLUSTRATIONS**



## SUPPLEMENTARY ESTIMATES ILLUSTRATIONS

DATE Sept./70

## CHAPTER VII

SUPPLEMENTARY ESTIMATES ILLUSTRATIONS

## TABLE OF CONTENTS

	<u>Page No.</u>
PRINTER'S PLATES	7.03
Printer's Plate AA - R.C.M.P.	7.03
Printer's Plate AA - Agriculture	7.05
SUPPORTING MATERIAL	7.11
Supporting Material - R.C.M.P.	not illustrated
Supporting Material - Agriculture	7.11



DATE Sept./70

PRINTER'S  
PLATE

AA

## C - Royal Canadian Mounted Police - Law Enforcement Program

	Planned Man- Years	Previous Estimates	This Supplementary Estimate	Total
		\$	\$	\$
Statutory - Pensions and other benefits.....		18,250,000	2,600,000	20,850,000
Vote 20a-Law Enforcement - Operating expenditures - To authorize the transfer of \$699,999 from Solicitor General Vote 5, Appropriation Act No. xx, 19xx for the purposes of this Vote.....		66,108,000	1	66,108,001
Total Budgetary Expenditures.....			2,600,001	

Example of submission requiring  
Basic Information onlyActivity to be  
Supplemented

Pensions and Other				
Benefits.....	18,250,000	(1)	2,600,000	20,850,000
Administration.....	22,695,000	(4)	700,000	23,375,000
Gross Program				
Supplement.....			3,300,000	
Less:Funds available in				
Solicitor General				
Vote 5 of the Main				
Estimates 19xx-xx.....		(13)	699,999	
Total Budgetary				
Expenditures.....			2,600,001	

No supporting material is  
illustrated for this program

Instructions page 6.09





PRINTER'S  
PLATE

AA

DATE Sept./70

## A - Department - Production and Marketing Program

Planned Man- Years	Previous Estimates	This Supplementary Estimate	Total
	\$	\$	\$

Vote 10a-Production and Marketing - Operating expenditures - To authorize the transfer of \$170,000 from Agriculture Vote 40, Appropriation Act No. xx, 19xx for the purposes of this Vote.....

(Example of submission requiring all four types of Additional Detail Information.)

19,786,000 1 19,786,001

Vote 15a-Production and Marketing - The grants listed in the Estimates and contributions - To authorize the transfer of \$109,000 from Agriculture Vote 1, \$105,000 from Agriculture Vote 25, and \$878,999 from Agriculture Vote 40, Appropriation Act No. xx, 19xx for the purposes of this Vote and to provide a further amount of \$811,000.....

Instructions page 6.09

132,725,900 811,000 133,536,000

Total Budgetary Expenditures..... 811,001

Loans, Investments  
and Advances

Vote L16a-To increase from \$200,000 to \$250,000 the amount that may be outstanding at any time against the Race Track Supervision Revolving Fund authorized by Vote L1b, Appropriation Act No. x, 19xx: An additional amount of \$50,000 required.....

50,000

Total Program..... 861,001



DATE Sept./70

PRINTER'S  
PLATE

AA

## A - Department - Production and Marketing Program

	Planned Man- Years	Previous Estimates	This Supplementary Estimate	Total
		\$	\$	\$
<u>Activity to be Supplemented</u>				
Farm Income Maintenance.....		1,230,000	1,700,000	2,930,000
Production:..... 18		7,099,000	218,000	7,317,000
Agriculture Pest and Disease Control.....		1,791,000	350,000	2,141,000
Race Track Supervision.....			50,000	50,000
Gross Program Supplement.....			2,318,000	
Less:Funds available in Agriculture Votes 1, 25, and 40 (\$1,262,999) and within this program (\$194,000) of the Main Estimates 19xx-xx.....				
			1,456,999	
Total Program.....			861,001	

Instructions page 6.09

OBJECTS OF EXPENDITUREOPERATING EXPENDITURESSalaries and Wages..... (1) 150CAPITAL EXPENDITURESConstruction and Acquisition of Land, Buildings and  
Equipment..... (8) 350GRANTS, CONTRIBUTIONS AND OTHER TRANSFER PAYMENTS..... (10) 1,768

2,268

LESS:FUNDS AVAILABLE..... (13) 1,457

TOTAL BUDGETARY ESTIMATES..... 811

Instructions page 6.11

MANPOWERPlanned  
Total  
Man-  
YearsPlanned  
Continuing  
Employees  
on March 31, 19xx

Technical..... 10

16

Administrative Support..... 8

12

Total..... 18

28





DATE Sept./70

PRINTER'S PLATE AA

## A - Department - Production and Marketing Program

<u>NEW MAJOR CAPITAL PROJECTS</u>	<u>Estimated Total Cost</u> \$'000's	<u>Estimated Expenditure 19xx-xx</u> \$'000's
AGRICULTURE PEST AND DISEASE CONTROL Decontamination and Inspection Station, Port aux Basques, Newfoundland (T.B. 1234567).....	350	350
<u>GRANTS AND CONTRIBUTIONS</u>	Grants	<u>This Supplementary Estimate</u> \$
FARM INCOME MAINTENANCE	Instructions page 6.11	
Compensation, in accordance with terms and conditions prescribed by the Minister of Agriculture, to eligible sugar producers in Ontario on the basis of \$60.00 for each acre planted in 19xx.....		500,000
PRODUCTION		
4-H Clubs organized in co-operation with the Canadian Council of 4-H Clubs.....		66,000
Canadian Council on 4-H Clubs (Funds for this purpose have been allocated from the Treasury Board Contingencies Vote).....		2,000
		<u>68,000</u>
	Contributions	
FARM INCOME MAINTENANCE		
Contribution to Quebec, in accordance with Terms and conditions prescribed by the Minister of Agriculture, of fifty per cent of the administrative expenses incurred by Quebec and an amount equal to twenty-five per cent of the premiums paid under an experimental crop insurance program during the period from July x, 19xx to March 31, 19xx.....		1,200,000
		<u>1,768,000</u>



DEPARTMENT Agriculture - A Department

PAGE 7.11

PROGRAM Production and Marketing

DATE Sept./70

EXPLANATION OF REQUIREMENTS

## Farm Income Maintenance

To provide compensation of \$500,000, in the form of grants, to Ontario sugar beet producers as a result of the closing of the one sugar beet refinery at Chatham. An assistance program was considered necessary to enable Ontario farmers to change their production patterns. Assistance will be given at a rate of \$60.00 an acre for some 16,600 acres which had been planted in 19xx.

To provide compensation of \$1,200,000, in the form of contributions, in addition to the amounts provided in the Main Estimates, to the Province of Quebec to meet fifty-percent of the administrative expenses and twenty-five percent of the premiums paid under an experimental crop insurance program, participation in the program having been more enthusiastic than contemplated when provision was made in Main Estimates.

## Production

To provide \$150,000 for the financing of 18 man-years required for additional demands made on the livestock registration operation. It is anticipated that this will be a continuing requirement and was under-estimated in the Main Estimates.

To provide a grant of \$66,000 to 4-H Clubs organized in co-operation with the Canadian Council of 4-H Clubs. By arrangement with the Provinces the Federal Government contributes under the first of these two grants 50% of the expenditures on four eligible 4-H Club activities. The increase in this first item is required as a result of increased participation by the Clubs in provincial competitions and in leadership training as well as unanticipated expenditures on special Centennial projects undertaken in 19xx-xx and claimed in 19xx-xx.

To provide a grant of \$2,000 to the Canadian Council on 4-H Clubs as the Federal Government's 50% share of the contributions to this Council, the other half being borne by the Provinces. Our contribution has been re-assessed with the result that \$23,000 should be provided for this purpose instead of \$21,000.

Instructions page 6,13

DEPARTMENT Agriculture - A Department

PAGE 7.12

PROGRAM Production and Marketing

DATE Sept./70

Agriculture Disease and Pest Control

To provide for the construction of a decontamination and inspection station at Port aux Basques, Newfoundland. It was not intended to begin this project until next year but the work load due to the increased decontamination levels of agricultural products imported into Newfoundland has rendered the existing facility obsolete. The project is expected to be completed in this fiscal year and no expenditures will be incurred in subsequent years.

Race Track Supervision

To authorize an increase of \$50,000 to the limit that may be outstanding against the Revolving Fund, which finances the operation of this activity, due to a slower than anticipated rate of flow of funds from the pari-mutual levies.

DETAILS OF OFFSETS

- Vote 1 (\$109,000) - Administration - Program Expenditures - inability to recruit qualified staff in the accounting field.
- Vote 15 (\$194,000) - Production and Marketing - Grants and Contributions - decrease in the payment of funds provided for a program of agricultural adjustment.
- Vote 25 (\$105,000) - Board of Grain Commissioners - Program Expenditures - \$50,000 due to reduced activity in Canadian Government grain elevators and \$45,000 as a result of a reduction in the planned acquisition of equipment for the same elevators. A reduction of 18 man-years has been made in this program to offset the new man-year requirement.
- Vote 40 (\$1,047,999) - Canadian Livestock Feed Board - Grants and Contributions - as a result of larger than anticipated feed grain crops in Eastern Canada which reduces the need to subsidize the movement of Western feed grains to Eastern Canada.

Instructions page 6.13











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